ENG TECH II (4746) (47) range

Jim -

1. In order to be placed on any layoff eligible lists you must mark the "PLACEMENT ON LAYOFF LISTS" section of your LAYOFF OPTION FORM and return it by the 8/1/85, 4:00 PM deadline

2. If you claim the full time Research Tech III (must complete & Return LAYOFF OPT FORM by deadline) your salary will remain the same, with this option you do not qualify for placement on any layoff lists.

3. If you ~~do~~ elect to remain in your current position & accept the reduction to ½ time (i.e. you do not claim either of the other 2 employment options offered) your appointment will be reduced to ½ time and your salary will be reduced by ½. With this option you qualify for placement of the RESEARCH Technologist III ~~classified~~ eligible list (if you completed this section of the LAYOFF OPTS FORM & returned it by the deadline)

4. If you claim the full time Electron Microscope Technician II position (must complete & Return L.O. opts

(over)

form by deadline) your salary would be Reduced to Salary Range 38Q, step K @ $1974.00 / MONTH. With this option you qualify for placement on the Layoff list for Research Tech III (if you marked this section on the form & returned it by the deadline.)

When a job is abolished an evaluation is filled out – JUNE 15

* Evaluation from Zoology for 1/2 1985

* Evaluation from EMC for 1/2 1985

* Evaluation from Zoology for abolished job.

When ~~evaluation~~ is

Hosick / Dean Nilan (Chair Zoo) (Div. Sci.) Meeting	Summer 1985
Hosick / Larsen / Went Hallauer / Huber Meeting	Summer 1985
Layoff Notice (Zoology ½)	Aug. 1985
Cancel Layoff	Aug. 1985
Transfer to EMC (Temporary funds)	Aug. 1985
Joyce Upgrade Request	JAN. 1986
~~Feb.~~ Joyce Upgrade	Feb. 1986
Layoff Notice 3/4 time	Feb. 1986
Layoff Notice	May 1986

2nd Lt. Howard L. Smith
Co. D 2nd Cav. Div.
Camp Stoneman
Pittsburg, Calif.

Dr. Larsen -
You have directed Mr. Joyce Davis to evaluate my
I have been requested by ~~Joyce~~ her ~~Davis~~ to participate in ~~an~~ this evaluation of my performance at the Electron Microscope Center. and

~~At this time I have decided not to~~
I have decided not to participate in ~~an~~ this evaluation ~~at this time~~ until after I have discussed this matter with Staff Personell, and
I ~~also~~ have not given any explanation or reason ~~why I will not allow an evaluation. (at this time)~~ for this action.

PERSONNEL ACTION

WSU 1097 GENEX 002-4-85

1. SOCIAL SECURITY NO.	2. W.S.U. NO.	3. HOME DEPARTMENT AND WSU ZIP	4. CONTROL NO.
~~539 38 2551~~		Electron Microscopy Center/4210	173041

5. LAST NAME	FIRST	MIDDLE	6. SEX	7. U.S. CITIZEN	8. VISA	9. ETHNIC	10. HIGHEST DEGREE	YEAR	11. PREV. WSU SERVICE	12. PREV. STATE SERVICE	13. MILITARY STATUS	14. HANDICAP	15. DATE OF BIRTH MM DD YY
HUBER	James	D	M	Y	*	50	*		N	N			

16. TYPE OF PERSONNEL ACTION	17. P.A. CODE	18. WORK COUNTY	19. CAMPUS	20. TIME FULL / PART	21. STATUS PERM / TEMP	22. SEPARATION REASON	23. LEAVE REASON
Change of Percent full-time -- in lieu of layoff	09	* 38	*	X	X	*	*

24. SALARY RANGE/STEP	25. FULL TIME SALARY	26. PER (CHECK ONE) M H C P	27. HOUR EQ/PIECE	28. APPT. TERM	29. BASIS OF SERVICE (CHECK ONE)	30. TENURE CONSIDERATIONS AREA / IND / ACADEMIC YR
43/K	2225.00	X		* 12	☐ ACADEMIC ☒ ANNUAL ☐ 9 MO ☐ 9.5 MO ☐ 10 MO ☐ NON SERVICE ☐ SUM SESSION ☐ SUM APPT ☐ OTHER	—

31. WORK PERIOD CHECK ONE	32. PERIODIC INCREMENT DATE	33. TIME RPT. CODE	34. PAY TERM	35. EMPLOYEE TYPE (CHECK ONE)	36. PREDECESSOR'S NAME	37. POSITION NO.
☐ ALTERNATE ☐ SCHED ☒ EXCEPT ☐ NON SCHED		* E	*	☐ FACULTY ☐ EXEMPT ☒ CLASSIFIED ☐ ASSISTANT ☐ RET. SUP ☐ TIME CARD EST. HRS. WK. ____		41603

APPT.

	38. TITLE DESCRIPTION	39. TITLE CODE	40. DEPARTMENT/DIVISION	41. APPT. BEGIN DATE MM DD YY	42. APPT. END DATE MM DD YY	43. APPT. STATUS	44. DIST #
1	Research Tech III	4861	EMC/Div. os Sciences	03 16 86	99 99 99	* 1	1
2				17		*	
3						*	
4						*	
5						*	

DIST.

	45. FUND	46. APPRO.	47. PROG.	48. BUDG.		49. PROJECT	✓	50. F.T.E.	51. DIST. START DATE MM DD YY	52. DIST. STOP DATE MM DD YY	53. FARN TYPE	54. POS #
1			~~XXX~~	~~XXX~~		0002	0	77.5000	03 16 86	99 99 99		041603
2			07L	3915			0					
3							0					
4							0					
5							0					

55 REMARKS (SINGLE SPACE IF NECESSARY)

Position being reduced from 100.0000 FTE to 77.5000 FTE.
Actual salary: $1724.38

56. SUBMITTING OFFICER/DEPT. CHAIR	DATE	57. DEAN/DIRECTOR/ADMINISTRATIVE OFFICER	DATE	58. WORK STUDY	59. SPOUSE A STUDENT	60. TERMINAL LEAVE HOURS
	JUL 3-4-86	R.W.Brosemer	3/7/86	Y N	Y N	

61. VICE PRESIDENT/PERSONNEL DIRECTOR	DATE	62. AFFIR. ACT.	63. FINAN. AID	64. CONTR.	65. RET/INS	66. GRAD SCHOOL	67	68. INPUT DATE MM DD YY	69. COUNTRY OF CITIZENSHIP
	3/12/86							3 17 86	

WASHINGTON STATE UNIVERSITY
PULLMAN, WASHINGTON 99164

* - SEE CODES ON REVERSE SIDE

EMPLOYEE

8 VISA

BLANK IF CITIZEN
F1 - STUDENT
F2 - SPOUSE OR CHILD OF STUDENT
H1 - TEMPORARY WORKER OR DISTINGUISHED MERIT AND ABILITY
H2 - TEMPORARY WORKER PERFORMING SERVICES UNAVAILABLE IN U.S.
IM - IMMIGRANT (RESIDENT ALIEN)
J1 - EXCHANGE VISITOR
J2 - SPOUSE OR CHILD OF EXCHANGE VISITOR.

10 EDUCATION LEVEL/ HIGHEST DEGREE

01 - NO ACADEMIC CREDENTIALS
02 - GRADE SCHOOL
03 - SOME HIGH SCHOOL
04 - HIGH SCHOOL DIPLOMA OR EQUIVALENT
05 - TRADE CERTIFICATE
06 - SOME COLLEGE
07 - ASSOCIATES DEGREE
08 - BACHELOR'S DEGREE
09 - MASTER'S DEGREE
10 - PROFESSIONAL DEGREE
11 - OTHER DOCTORATE
12 - Ph. D.

18 WORK COUNTY

01 - ADAMS
02 - ASOTIN
03 - BENTON
04 - CHELAN
05 - CALLAM
06 - CLARK
07 - COLUMBIA
08 - COWLITZ
09 - DOUGLAS
10 - FERRY
11 - FRANKLIN
21 - LEWIS
22 - LINCOLN
23 - MASON
24 - OKANOGAN
25 - PACIFIC
26 - PEND OREILLE
27 - PIERCE
28 - SAN JUAN
29 - SKAGIT
30 - SKAMANIA
31 - SNOHOMISH

CONT'D

12 - GARFIELD
13 - GRANT
14 - GRAYS HARBOR
15 - ISLAND
16 - JEFFERSON
17 - KING
18 - KITSAP
19 - KITTATAS
20 - KLICKITAT
32 - SPOKANE
33 - STEVENS
34 - THURSTON
35 - WAHKIAKUM
36 - WALLA WALLA
37 - WHATCOM
38 - WHITMAN
39 - YAKIMA
99 - OUT OF STATE

19 CAMPUS INDICATOR CODES

BLANK OR N - ON CAMPUS
E - OFF CAMPUS ASSIGNMENT (EAST OF CASCADES)
W - OFF CAMPUS ASSIGNMENT (WEST OF CASCADES)
Y - OFF CAMPUS ASSIGNMENT

22 SEPARATION REASON

10 - LAYOFF - OTHER
11 - LAYOFF - LACK OF FUNDS
12 - LAYOFF - REORGANIZATION
13 - LAYOFF - LACK OF WORK
14 - TERMINATION, STUDENT STATUS
21 - TERMINATION FOR CAUSE
22 - DENIED TENURE
23 - NON-REAPPOINTMENT/RENEWED
30 - RETIREMENT
40 - RESIGNATION - GENERAL
41 - RESIGNATION - TRAINING
42 - RESIGNATION - TEACHING
43 - JOB DISSATISFACTION
44 - PERSONAL REASONS
45 - ABANDONMENT OF POSITION
46 - TO PURSUE EDUCATION
47 - U.S. MILITARY SERVICE
61 - JOB - CONNECTED DISABILITY
62 OTHER DISABILITY
80 - DEATH

23 LEAVE OF ABSENCE REASON

01 - PROFESSIONAL
02 - MILITARY TRAINING
03 - PERSONAL
04 - ILLNESS/DISABILITY
05 - MATERNITY
06 - INSTRUCTIONAL YEAR
07 - WORK RELATED DISABILITY
08 - GOVERNMENT/INDUSTRY
09 - RESEARCH GRANTS
10 - TEACHING ELSEWHERE
11 - EDUCATIONAL

28 APPOINTMENT TERM

STAFF/EXEMPT
0.5 - ONE HALF MONTH
01-12 - NUMBER OF MONTHS OVER WHICH THE EMPLOYEES SALARY WILL BE EARNED.

FACULTY ASSISTANTS
01 - HOURLY/PIECE
03 - SUMMER SESSION/SUMMER APPOINTMENT
09 - 10 OR 12 - BASIS OF SERVICE IN MONTHS OVER WHICH EMPLOYEES SALARY WILL BE EARNED.

33 TIME REPORTING CODE

E - EXCEPTION
P - POSITIVE TIME REPORTING REQUIRED

34 PAYMENT TERM

STAFF/EXEMPT
01-12 - NUMBER OF MONTHS SALARY EARNINGS ARE TO BE EQUALLY DISTRIBUTED.

CONT'D

FACULTY/ASSISTANTS
01 - HOURLY/PIECE
03 - SUMMER SESSION/ SUMMER APPOINTMENT
09 - 10 OR 12 - BASIS OF SERVICE IN MONTHS OVER WHICH EMPLOYEES EARNINGS ARE TO BE EQUALLY DISTRIBUTED.

43 APPOINTMENT STATUS

1 - PERMANENT
2 - PROBATIONARY
3 - TRIAL SERVICE
4 - PROVISIONAL
5 - EMERGENCY
6 - EXEMPT
7 - TEMPORARY
8 - SEASONAL
9 - INTERMITTENT
A - ACTIVE
C - COURTESY OR ADJUNCT
E - SUMMER SESSION
H - SUMMER APPOINTMENT
K - ACTING
L - ON - LEAVE
M - REPLACEMENT
N - INACTIVE

FOR REMAINING CODES AND ADDITIONAL DETAILS SEE:

BUSINESS POLICIES AND PROCEDURES MANUAL

60.25

PERSONNEL ACTION

WSU 1097 GENEX 002-1-83

1. SOCIAL SECURITY NO.	2. W.S.U. NO.	3. HOME DEPARTMENT AND CAMPUS ZIP	4. CONTROL NO.
539-38-2551		Animal Diagnostic Lab - WADDL 7034	308005

5. LAST NAME	FIRST	MIDDLE	6. SEX M F	7. U.S. CITIZEN YES NO	8. VISA	9. ETHNIC	10. HIGHEST DEGREE YEAR	11. PREV. WSU SERVICE YES NO	12. PREV. STATE SERVICE YES NO	13. MILITARY STATUS	14. HANDICAP	15. DATE OF BIRTH MM DD YY
Huber	James	D			*	50	*					

16. TYPE OF PERSONNEL ACTION	17. P.A. CODES	18. WORK COUNTY	19. CAMPUS	20. TIME FULL PART	21. STATUS PERM. TEMP.	22. SEPARATION REASON	23. LEAVE REASON
Demotion in Lieu of Layoff - Trial Service	21	*	*			*	*

24. SALARY RANGE/STEP	25. FULL TIME SALARY	26. PER (CHECK ONE) M H C P	27. HOUR EQ/PIECE	28. APPT. TERM	29. BASIS OF SERVICE (CHECK ONE)	30. TENURE CONSIDERATIONS AREA IND. ACADEMIC YR.
31K ~~21/K~~	1,654.00	x		12 *	☐ ACADEMIC ☒ ANNUAL ☐ 9 MO ☐ 9.5 MO ☐ 10 MO ☐ NON SERVICE ☐ SUM. SESSION ☐ SUM APPT. ☐ OTHER	—

31. WORK PERIOD CHECK ONE	32. PERIODIC INCREMENT DATE	33. TIME RPT. CODE	34. PAY TERM	35. EMPLOYEE TYPE (CHECK ONE)	36. PREDECESSOR'S NAME	37. POSITION NO.
☐ ALTERNATE ☒ SCHED. ☐ NON SCHED ☐ EXCEPT.	4-1	* E	* 12	☐ FACULTY ☐ EXEMPT ☐ CLASSIFIED ☐ ASSISTANT ☐ RET. SUP. ☐ TIME CARD EST. HRS/WK	Sandie Gregory	038322

APPT. 70

	38. TITLE DESCRIPTION	39. TITLE CODE	40. DEPARTMENT/DIVISION	41. APPT. BEGIN DATE MM DD YY	42. APPT. END DATE MM DD YY	43. APPT. STATUS	44. DIST#
1	Histologic Technician I	6380	WADDL/Histology Area 11	07 01 86	99 99 99	* 3	1
2			Dept. 3500			*	
3						*	
4						*	
5						*	

DIST. 71

		45. FUND	46. APPRO.	47. PROG.	48. BUDG.		49. PROJECT	✓	50. % F.T.E.	51. DIST. START DATE MM DD YY	52. DIST. STOP DATE MM DD YY	53. EARN TYPE	54. POS. #
1								0	100 0000	07 01 86			038322
2								0					
3								0					
4								0					
5								0					

55. REMARKS (SINGLE SPACE IF NECESSARY)

56. SUBMITTING OFFICER/DEPT. CHAIR	DATE	57. DEAN/DIRECTOR/ADMINISTRATIVE OFFICER	DATE	58. WORK STUDY YES NO	59. SPOUSE A STUDENT YES NO	60. TERMINAL LEAVE HOURS
A. M. Gallina [signature]	5-30-86	R. B. Wilson [signature]	5/30/86			

61. VICE PRESIDENT/PERSONNEL DIRECTOR	DATE	62. AFFIR ACT.	63. FINAN. AID	64. CONTR.	65. RET/INS	66. GRAD. SCHOOL	67.	68. INPUT DATE MM DD YY	69. COUNTRY OF CITIZENSHIP
S Meekley / SEW	6-30-86						SEW	7 14 86	

WASHINGTON STATE UNIVERSITY
PULLMAN, WASHINGTON 99164

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23 - MASON
24 - OKANOGAN
25 - PACIFIC
26 - PEND OREILLE
27 - PIERCE
28 - SAN JUAN
29 - SKAGIT
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31 - SNOHOMISH

CONT'D

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14 - GRAYS HARBOR
15 - ISLAND
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17 - KING
18 - KITSAP
19 - KITTITAS
20 - KLICKITAT
32 - SPOKANE
33 - STEVENS
34 - THURSTON
35 - WAHKIAKUM
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W - OFF CAMPUS ASSIGNMENT (WEST OF CASCADES)
Y - OFF CAMPUS ASSIGNMENT (OUT OF STATE)

22 SEPARATION REASON

10- LAYOFF - OTHER
11- LAYOFF - LACK OF FUNDS
12- LAYOFF - REORGANIZATION
13- LAYOFF - LACK OF WORK
14- TERMINATION, STUDENT STATUS
21- TERMINATION FOR CAUSE
23- NON-REAPPOINTMENT/RENEWED
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06 - INSTRUCTIONAL YEAR
07 - WORK RELATED DISABILITY
08 - GOVERNMENT/INDUSTRY
09 - RESEARCH GRANTS
10 - TEACHING ELSEWHERE
11 - EDUCATIONAL

28 APPOINTMENT TERM

STAFF/EXEMPT
0.5 - ONE HALF MONTH
01-12 - NUMBER OF MONTHS OVER WHICH THE EMPLOYEES SALARY WILL BE EARNED.

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33 TIME REPORTING CODE

E - EXCEPTION
P - POSITIVE TIME REPORTING REQUIRED

34 PAYMENT TERM

STAFF/EXEMPT
01-12 - NUMBER OF MONTHS SALARY EARNINGS ARE TO BE EQUALLY DISTRIBUTED.

CONT'D

FACULTY/ASSISTANTS
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43 APPOINTMENT STATUS

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2 - PROBATIONARY
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4 - PROVISIONAL
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H - SUMMER APPOINTMENT
K - ACTING
L - ON - LEAVE
M - REPLACEMENT
N - INACTIVE

FOR REMAINING CODES AND ADDITIONAL DETAILS SEE:

BUSINESS POLICIES AND PROCEDURES MANUAL

60.25

Washington
State University

Electron Microscopy Center, Pullman, Washington 99164-4210 / 509-335-3025

MEMORANDUM

To: Chris Davitt
Jim Huber
EM Technicians

From: Joyce L. Sutphin Davis JLSD
Research Technologist Supervisor

Date: May 15, 1986

Subject: Reassignment of Duties

We have no work study students at present to do lab maintenance this summer. Consequently, the technical staff will have to pick up those duties previously performed by the work study students. Additional job assignments are as follows:

Jim: floors (including sweeping and mopping weekly)

Chris: darkroom cleaning - daily
dusting - weekly

Dishes will be done on a rotational basis (weekly) in the following order:

1. Joyce
2. Jim
3. Chris

Garbage: you are responsible for garbage in your area. The rest will be done by me.

The weekly jobs should be done on Monday mornings. These jobs should not take much over an hour (except dishes).

If you are not familiar with any of these or have any questions please see me.

JD/dg

WASHINGTON STATE UNIVERSITY

OFFICE OF STAFF PERSONNEL

August 1, 1985; 3:30/PM
Date & Time

TO: James D. Huber (Employee) Research Technologist III (Classification) Zoology & E. M. Center (Department)

FROM: Shirley M. Meckley, Director

SUBJECT: NOTIFICATION OF LAYOFF OPTIONS

Your employing official has informed us that because of lack of funds, or lack of work, the position which you currently occupy at Washington State University is being:

[ ] abolished

[ ] reduced in working year from ___ months to ___ months per year

[X] reduced in working hours from 40 hours to 20 hours per ~~day~~ week

As a result you have been scheduled for layoff.

Based on the records in this office, we have determined those options which may be available to you. This information is shown on the enclosed Layoff Option Form, Enclosure I. If you wish to have your name placed on appropriate layoff list(s) and/or to select an option in lieu of layoff, YOU MUST COMPLETE AND RETURN YOUR LAYOFF OPTION FORM TO: Ann L. Marsh BY 4:00/PM (Time) ON 8-06-85 (Date).

FAILURE TO DO SO WILL RESULT IN LAYOFF WITHOUT PLACEMENT OF NAME ON LAYOFF LIST(S) AND/OR EXERCISE OF OPTIONS.

Also enclosed for your information is a copy of Washington State University's Layoff Procedure (Enclosure 2) which includes a list of the layoff units and the Higher Education Personnel Board rules regarding State-wide Layoff Lists. If you are interested in placement on the State-wide Layoff Lists, it shall be your responsibility to contact any higher education institution or related board within thirty (30) days of the effective date of your layoff.

cc: Employing Official

Enclosures 1. Layoff Option Form
2. Washington State University Layoff Procedure
3. Information for Employees Who Are Separated By Layoff

WSU Staff Personnel

JAMES D. HUBER
8/1/85

WASHINGTON STATE UNIVERSITY

Layoff Procedure

DEFINITION

A Layoff is defined as any of the following management initiated actions caused by lack of funds, or lack of work: (1) separation from service to an institution; (2) separation from service within a class; (3) reduction in the work year; and/or (4) reduction in the number of work hours. WAC 251-04-020.

GENERAL

This procedure applies to all Classified Staff employees regardless of the source of funds for the position and to all departments of the University. There is no provision for exception to this procedure.

Layoffs shall be accomplished in a uniform and systematic manner. Under no circumstances is the layoff procedure to be used as a disciplinary action to remove an individual from a position.

NOTICE OF PENDING LAYOFF

When a decision is reached to reduce the work force, the appointing authority in a layoff unit (see Attachment #1) shall inform the Staff Personnel Office by letter. The letter will state that a layoff action is to be initiated and will include the following:

- Reason position is being abolished or reduced
- Name of the person filling the position
- Class title of position
- Date the position is to be abolished or reduced

The University Staff Personnel Office is to be notified of a pending layoff at least 30 days in advance of the date that the position is to be abolished or reduced.

RESPONSIBILITY OF THE STAFF PERSONNEL OFFICE

When the notice of layoff is received in the Staff Personnel Office, it will be determined what employee(s) are to be affected by the layoff. Option rights in-lieu-of-layoff will be identified, and employees will be advised in writing of such.

In addition, the Staff Personnel Office will: (1) provide a copy of the University's layoff procedure to all employees subject to layoff; (2) advise each employee in writing of the specific university-wide layoff list(s) upon which he/she may be placed; (3) provide information to each employee relative to state-wide layoff lists (see Attachment #2); (4) advise each employee in writing of his/her right to appeal the layoff to the Higher Education Personnel Board; (5) prepare the official written notice of reduction-in-force for the appointing authority's signature; and, (6) coordinate with the relevant University departments the preparation of the position and personnel action forms. WAC 251-10-030.

ORDER OF LAYOFF

Layoff of employees will be made in inverse order of layoff seniority from the class of work within the layoff unit involved. Layoff seniority shall be measured as the last period of unbroken service in the classified service of Washington State University and converted to calendar days. Authorized leaves of absence without pay shall not be considered broken service but the total days of absence will be subtracted from the total days of seniority except when leave is due to an industrial injury or military leave without pay. The period of separation between layoff and reappointment from a layoff list shall be treated the same as an authorized leave of absence without pay in determining seniority. (Instructional year positions will be counted as a full year for seniority purposes.) Veterans shall be given credit for one or more years in the military up to five years but no credit will be given to retired veterans with twenty or more years service and retirement pay in excess of $500.00 per month. Unmarried widows/widowers of veterans will be given credit for the total days of active service of the spouse with no limitation. Copies of the veterans discharge papers (DD214) will be required to show proof of eligibility. WAC 251-04-020.

LAYOFF OPTIONS

Probationary employees have no options except to be placed on layoff list(s).

Permanent employees shall be offered employment options to comparable position(s).

WITHIN THE LAYOFF UNIT

If available, options shall be offered to:

(a) Class(es) in which the employee has held permanent status that have the same or lower salary range maximum as the current class;

(b) Lower class(es) in those same class series for which the employee is qualified.

Employees will be given the above options provided the position(s) identified is vacant or held by the least senior person.

In order to be offered the above options, an employee must meet any specialized and/or distinctive technical or professional qualifications for those positions which have been filled under the provisions of selective certification. WAC 251-10-030.

At this point, employees may elect to have access to less-than-comparable positions if they indicate such in writing.

UNIVERSITY-WIDE

Employees who have no options under the previous section entitled, "Within The Layoff Unit," shall be offered not less than three positions from among the highest available classes (unless the total available is less than three) as follows:

(a) at the same or lower level than the class from which the employee is laid off; and

(b) in a class for which the employee meets the minimum qualifications and can pass the appropriate examination.

Positions identified for the above option(s) shall be either vacant or held by a provisional, temporary, or probationary employee. Permanent employees who are serving either in a provisional or a temporary appointment may be displaced under this provision. Also, employees appointed to positions hereunder will be required to serve a trial service period if they do not already hold permanent status in the class.

The Staff Personnel Office will coordinate all activities required to process layoff actions. Affected employees and departments will be kept informed of all developments prior to the layoff effective date. WAC 251-10-030.

NOTIFICATION REQUIREMENTS

All permanent employees scheduled for layoff shall be given no less than three working days to select an option in-lieu-of-layoff and/or to request placement on the layoff list(s). Following this option period, a written notice of at least 15 calendar days shall be given prior to layoff or action taken in-lieu-of-layoff. WAC 251-10-030.

Probationary employees must be given at least one workday (eight hours) written notice.

LAYOFF LISTS

Layoff lists shall be institution-wide, by class, with eligibles ranked according to their layoff seniority. The names of permanent and probationary employees who either: (a) are scheduled for layoff; (b) have been laid off; or (c) have accepted a lower class or reduction in-lieu-of-layoff shall be placed on the layoff list(s). Employees will be placed on list(s) in the class(es) where permanent status is held, which have the same or lower salary range maximum as the class from which the employee is laid off and all lower classifications in the same class series.

Names of employees will be certified from layoff lists based on layoff seniority. The term of eligibility for each name on a layoff list shall be two years from the date the name is placed on the list, with extension of eligibility for one additional year possible upon written request of the eligible employee. However, acceptance of a layoff option or appointment from a layoff list shall cause removal from layoff list(s) for classes with the same or lower salary range maximum (except the class from which laid off), and removeal from all lists shall occur upon retirement, resignation or dismissal. WAC 251-10-055.

APPEAL RIGHTS

Each permanent employee who is subjected to a layoff action may appeal such action within 30 calendar days after the effective date of the action to the Director of the Higher Education Personnel Board. WAC 251-12-080
WAC 251-12-075

STATUS OF EMPLOYEES SEPARATED BY LAYOFF

State Employees' Insurance - The State Employees' Insurance Board (SEIB) plans provide coverage for employees from the effective date of employment through the last day of the month in which the layoff occurs. Employees on layoff status are eligible to continue their group term life and/or group medical plans by making payment directly to the Retirement and Insurance Office prior to the first of the following month. The dental plan and long-term disability (LTD) coverage may not be continued on either a group or individual basis while off the payroll due to layoff.

Public Employees' Retirement System - Participation in the Public Employees Retirement System on an active basis cannot be continued after layoff. Accumulated savings may be left in the system or may be withdrawn, plus accumulated interest, by completing a "withdrawal of savings" form at the Retirement and Insurance Office. Withdrawal of savings will cancel any future retirement benefits.

Staff Educational Benefits - Participation in the Washington State University tuition free benefit is based on continued full-time paid employment. Participation in this program is not possible if layoff results in either a separation or a reduction to less than full-time. Layoffs which occur after the beginning of a semester allow continuation of any course to the end of that semester.

Annual Leave -

PROVISIONS FOR EMPLOYEES RETURNING FROM LAYOFF

Salary - An employee appointed from a layoff list shall assume the same salary step held at the time of layoff if return is to the same class occupied immediately prior to layoff unless this represents a salary reduction for a current employee. If an employee accepts a layoff option under the "Within the Layoff Unit" section, the salary shall be retained provided it does not exceed the top step of the new range. If an employee accepts a layoff option under the "University-wide" section, the salary shall be determined by the personnel officer. WAC 251-08-115.

Sick Leave and Seniority - An employee appointed from a layoff list shall be credited with sick leave and seniority accrued at the time of layoff. WAC 251-18-290.

Periodic Increment Date - An employee appointed from a layoff list shall have their Periodic Increment Date extended by an amount of time equal to the period of layoff in order to give credit for time served in a salary step prior to layoff. WAC 251-18-290.

Approved by HEPB May 5, 1982

ATTACHMENT #1

LAYOFF UNITS

1. Departments, Offices and Programs reporting to the President.
2. Departments, Offices and Programs reporting to the Office of Student Affairs.
3. Departments, Offices and Programs reporting to the Vice President--Business and Finance.
4. Departments, Offices and Programs reporting to the Academic Vice President and Provost (except as listed specifically below).
5. College of Agriculture and Home Economics (except for outlying research and extension centers and units listed below).
6. College of Engineering.
7. College of Science and Arts - Division of Sciences.
8. College of Science and Arts - Humanities and Social Sciences.
9. College of Veterinary Medicine.
10. College of Education, College of Business and Economics, and College of Pharmacy.
11. Graduate School (including Programs and Centers reporting to Graduate School).
12. Intercollegiate Center for Nursing Education--Spokane.
13. Dry Land Research Unit--Lind.
14. Irrigated Agriculture Research and Extension Center--Prosser.
15. Northwestern Washington Research and Extension Unit--Mt. Vernon.
16. Southwestern Washington Research Unit--Vancouver.
17. Tree Fruit Research Center--Wenatchee.
18. Western Washington Research and Extension Center--Puyallup.
19. Yakima Agricultural Research Laboratory--Yakima.

12-21-82

ATTACHMENT #2

WAC 251-10-060 Layoff lists—State-wide. (1) A permanent employee of any institution of higher education, related board, or state agency who is on layoff status or is scheduled for layoff shall, upon his/her request, be placed on the state-wide layoff list(s) at any higher education institutions or related boards: *Provided*, That:

(a) The employee must demonstrate the ability to meet the minimum qualifications and pass the qualifying examination; and

(b) The list must be for:

(i) Class(es) in which he/she has held permanent status; or

(ii) Lower class(es) in the same class series; or for

(iii) Equivalent classes under the jurisdiction of the state department of personnel; and

(c) The option must be exercised by the affected employee within thirty calendar days of the effective date of layoff.

(2) Employees shall be ranked by their total layoff seniority as measured by their last period of unbroken service in the classified service of the state. The list shall consist of two categories and certification within each category shall be in order of:

(a) Employees of higher education institutions/related boards;

(b) Employees of other state agencies.

(3) The duration of eligibility on this list shall be one year from the date of placement on the list.

(4) Referral from this list shall be on a rule of five.

(5) Employees appointed from this list shall be required to serve a probationary period of six months. Termination during the probationary period shall not affect the employees' status on state-wide layoff lists upon which they previously have been placed.

(6) Employees appointed from this list shall be credited with unused sick leave accrued at the time of layoff. Annual leave shall be computed as provided in WAC 251-22-060.

(7) The institution will provide each employee scheduled for layoff with a copy of this rule and the comparable state department of personnel rule and a listing of institutions, related boards, or offices of the state department of personnel which they may contact. It shall be the responsibility of the employee to contact the institution/related board, or the state department of personnel if he/she has an interest in being placed on the respective state-wide layoff list(s).

(8) Certification from the state-wide layoff list shall be as provided in WAC 251-18-240. [(Order 98, permanent effective 9/1/82); (Order 97, emergency effective 7/10/82); (Order 70, effective 11/1/78); (Order 61, effective 10/1/77); (Order 32, effective 4/19/74)].

WAC 356-06-055 EXEMPT--CLASSIFIED SERVICE--MOVEMENT BETWEEN. (1) Any classified employee having civil service status in a classified position who accepts an appointment in an exempt position shall have the right to return to the highest class of position in which the employee previously held permanent status, or to a position of similar nature and salary, within four years from the date of appointment to the exempt position. However, (a) upon the prior request of the appointing authority of the exempt position, the personnel board may approve one extension of no more than four years; and (b) if an appointment was accepted prior to July 10, 1982, then the four-year period shall begin as of that date. Such employee must apply to return to classified service within 30 calendar days of:

(a) Termination of employment in such exempt position, or

(b) Termination of employment in any other exempt position in which the employee subsequently served provided there was no break in his/her service with the state of more than 30 calendar days.

(2) Any classified employee who holds a position in the classified service which is subsequently exempted and who previously held permanent status in another classified position shall have a right to return to the highest classified position in which the employee previously held permanent status or to a similar position. Such employee must apply to return to classified service within 30 calendar days of:

(a) Termination of employment in such exempt position, or

(b) Termination of employment in any other exempt position in which the employee subsequently served provided there was no break in his/her service with the state of more than 30 calendar days.

(3) Employees exercising return rights within the time specified, as provided in WAC 356-06-055, shall return:

(a) At the time of separation or application, whichever is later.

(b) To a salary not less than the salary they left, adjusted according to salary changes made in the interim.

(c) With the same status they last held at the time they left the classified service.

(d) With their seniority credited with the full time of their absence from the classified service and with no break in service.

(4) An employee's continuation in a position that has been exempted shall constitute the acceptance of an exempt appointment. The employee who accepts an appointment in this manner shall have the right of return as specified in subsection (1) of this section.

(5) Present or past employees of the exempt service who have not previously left the classified service specifically to take an exempt position shall not be entitled to move back into the classified service under the provisions of this section or WAC 356-30-045 or 356-30-330.

(6) Classified employees under the jurisdiction of the ((~~state institutions of~~)) higher education personnel board who are otherwise exempt from the right by WAC 356-06-020, and have been or are going to be separated because of reduction-in-force action shall be ((~~offered the opportunity to accept~~)) certified to any vacant classified positions under the jurisdiction of the state personnel board provided:

(a) The employees are qualified as determined by the director of personnel, or designee; and

(b) No other employees under the jurisdiction of the state personnel board are eligible to be certified from the ((~~RIF~~)) reduction-in-force registers, or transferred, or promoted into vacancies; and

(c) The employees have greater seniority than other such qualified employees under the jurisdiction of the higher education personnel board involved in reduction-in-force action; and

(d) The employees are being offered the opportunity according to the department of personnel procedure established for that purpose.

(7) Employees may replace incumbents currently in the positions to which they are returning. The replaced incumbents are entitled to the rights and options of the reduction-in-force procedures of their agency.

Employees in the classified service whose positions have been exempted from the civil service law in accordance with RCW 41.06.070 (21) or (22) and have not previously held other classified positions may return to the classified service in any vacant positions in their respective departments provided the employees:

(a) Meet the minimum qualifications;

(b) Have greater seniority than other employees who would be offered the vacancy(ies) as a reduction-in-force option or certifications from the reduction-in-force register.

AMENDATORY SECTION (Amending Order 161, filed 10/5/81)

STATE DEPARTMENT OF PERSONNEL

STATE WIDE LAYOFF PROCEDURE

Permanent Higher Education Personnel Board employees laid off from their positions due to lack of work, lack of funds or good faith reorganization may apply to the Department of Personnel through the State Personnel Department offices by completing a Department of Personnel application. Application must be submitted within 30 days of the effective date of separation.

The Department of Personnel staff will evaluate the applications to determine classes equivalent to Department of Personnel classes.

The applicant's names will be entered on the State Personnel Board re-employment register as a separate section of that register.

The names of the former Higher Education Personnel Board employees in this separate section will be certified on a rule of three basis, prior to the names of applicants who resigned from the State Personnel Board and requested re-employment.

When three or more of the Higher Education Personnel Board employees laid off are involved in certification to a vacancy, the Department of Personnel staff will request verification of seniority from the staffs of the Higher Education Personnel Board institutions who last employed the individuals. This seniority will be utilized in certifying employees with the greater seniority.

If Higher Education Personnel Board employees who were laid off are certified, selected and appointed to positions under the Department of Personnel, they shall be placed in a probationary status and compensated at the same dollar amount in the salary range for state personnel board positions. If the salaries do not match, the higher salary step closest to the dollar amount paid to the employee in the Higher Education Personnel Board schema at the time of separation will be offered.

WASHINGTON STATE UNIVERSITY
OFFICE OF STAFF PERSONNEL

STATE OF WASHINGTON
INSTITUTIONS, RELATED BOARDS, and STATE PERSONNEL BOARD OFFICES

INSTITUTES OF HIGHER EDUCATION

Central Washington University	Ellensburg	98926
Eastern Washington University	Cheney	99004
The Evergreen State College (TA-00)	Olympia	98505
University of Washington	Seattle	98105
Western Washington University	Bellingham	98225

COMMUNITY COLLEGES

BELLEVUE COMMUNITY COLLEGE	3000 Landerholm Circle SE, Bellevue	98007
BIG BEND COMMUNITY COLLEGE	24th & Andrews St., Moses Lake	98837
CENTRALIA COLLEGE	P.O. Box 639, Centralia	98531
CLARK COLLEGE	1800 E. McLoughlin Blvd., Vancouver	98663
COLUMBIA BASIN COMMUNITY COLLEGE	2600 N. 20th Ave., Pasco	99301
EDMONDS COMMUNITY COLLEGE	20000-68th Ave. W., Lynnwood	98036
EVERETT COMMUNITY COLLEGE	801 Wetmore Ave., Everett	98201
FORT STEILACOOM COMMUNITY COLLEGE	9401 Farwest Dr. SW, Tacoma	98498
GRAYS HARBOR COLLEGE	College Heights, Aberdeen	98520
GREEN RIVER COMMUNITY COLLEGE	12401 SE 320th St., Auburn	98002
HIGHLINE COMMUNITY COLLEGE	240th & Pacific Highway S., Midway	98031
LOWER COLUMBIA COLLEGE	1600 Maple, P.O. Box 68, Longview	98632
OLYMPIA TECHNICAL COMMUNITY COLLEGE	2011 Mottman Rd. SW/(FY-10), Olympia	98504
OLYMPIC COLLEGE	16th & Chester St., Bremerton	98310
PENINSULA COLLEGE	1502 E. Lauridsen Blvd., Port Angeles	98362
COMMUNITY COLLEGE DIST., No. 6	300 Elliott Ave. W., Seattle	98119
NORTH SEATTLE COMMUNITY COLLEGE	9600 College Way N., Seattle	98103
SEATTLE CENTRAL COMMUNITY COLLEGE	1701 Broadway, Seattle	98122
SHORELINE COMMUNITY COLLEGE	16101 Greenwood Ave., N., Seattle	98133
SKAGIT VALLEY COLLEGE	2405 College Way, Mount Vernon	98273
SOUTH SEATTLE COMMUNITY COLLEGE	6000-16th Ave. SW, Seattle	98106
COMMUNITY COLLEGE DIST., No. 17	N. 2000 Greene St., Spokane	99207
SPOKANE COMMUNITY COLLEGE	N. 1810 Greene St., Spokane	99207
SPOKANE FALLS COMMUNITY COLLEGE	W. 3410 Ft. George Wright Dr., Spokane	99204
TACOMA COMMUNITY COLLEGE	5900 S. 12th St., Tacoma	98465
WALLA WALLA COMMUNITY COLLEGE	500 Tausick Way, Walla Walla	99362
WENATCHEE VALLEY COLLEGE	1300 Fifth St., Wenatchee	98801
WHATCOM COMMUNITY COLLEGE	5217 Northwest Rd., Bellingham	98225
YAKIMA VALLEY COLLEGE	16th & Nob Hill Blvd., Yakima	98902
	P.O. Box 1647, Yakima	98907

RELATED BOARDS

STATE BOARD FOR COMMUNITY COLLEGE EDUCATION	319 E. 7th (FF-11), Olympia	98504
COUNCIL FOR POSTSECONDARY EDUCATION	908 E. 5th St. (EW-11), Olympia	98504
HIGHER EDUCATION PERSONNEL BOARD	1202 Black Lake Blvd. (FT-11), Olympia	98504

STATE PERSONNEL BOARD OFFICES

STATE PERSONNEL DEPARTMENT	600 S. Franklin (FE-11), P.O. Box 1789, Olympia	98504
STATE PERSONNEL DEPARTMENT	312-1st Ave. N., Seattle	98109
STATE PERSONNEL DEPARTMENT	W. 1709 Broadway, Spokane	99201

ENCLOSURE 1

WASHINGTON STATE UNIVERSITY

OFFICE OF STAFF PERSONNEL

LAYOFF OPTION FORM

James D. Huber	Research Technologist III	Zoology & EM Center	8-06-85
Employee	Classification	Department	OPTION SELECTION DEADLINE

#7
Layoff Unit

IMPORTANT: Any inaccuracies in the seniority computation information should be brought to the attention of the Office of Staff Personnel immediately!

SENIORITY COMPUTATION INFORMATION

Employment Date 4-01-70

Plus Veteran's Eligibility N/A

Less Leave W/O Pay None

TOTAL LAYOFF SENIORITY 3042 days (through 8-1-85)

****

PLACEMENT ON LAYOFF LISTS

[ ] I wish to be placed on the appropriate Layoff List(s). I understand that it is my responsibility to inform WSU Office of Staff Personnel of any changes of my address or phone number. Failure to do so may result in my name being removed from the Layoff List(s). I also understand that if I wish to extend my eligibility beyond two years, I must notify the WSU Office of Staff Personnel in writing prior to the expiration date.

****

PERMANENT EMPLOYEE OPTIONS IN LIEU OF LAYOFF
(In the Layoff Unit)

(Check One)

Options In The Class From Which Laid Off:

[ ] Bump into a full-time Research Technologist III position

[ ] Remain in your current Research Technologist III position & accept reduction to 1/2 time.

Options in Any Of The Lower Classes in the Same Class Series From Which Laid Off:

[N/A] None (Does not meet selective certification requirements needed to claim Research Technologist I & II positions occupied by the least senior employees in the unit.)

[ ] _____ [ ] _____

[ ] _____ [ ] _____

Options in Other Classes in Which Permanent Status is Held:

[ ] Bump into full-time Electron Microscope Technician II position [ ] _____

[ ] (No Electron Microscope Technician I position available). [ ] _____

[ ] _____ [ ] _____

[ ] I do not wish to exercise any of the options above to which I am entitled.

CONTINUE ON REVERSE SIDE OF THIS SHEET

PERMANENT EMPLOYEE OPTIONS IN LIEU OF LAYOFF
(University-Wide)

Since you have no options within your layoff unit, you are being offered the following positions for which we have determined you are eligible providing you successfully complete the examination. Please indicate your preference for claiming these positions by prioritizing them in the appropriate column. Keep in mind that if you do not receive a passing score on an examination, you will not be eligible to claim that position.

PRIORITY	POSITION	EXAM REQ'D Yes	EXAM REQ'D No	EXAM SCHEDULE INFORMATION
N/A				

N/A
[ ] I do not wish to be considered for any of the above positions.

****

RESIGNATION IN LIEU OF LAYOFF

[ ] I wish to resign effective _____ and understand that I am waiving all rights which would be afforded me in layoff.

****

Your signature is required below in order for this form to be complete.

_____ _____
Employee Signature Date

_____ _____
Home Address Telephone

_____
City State Zip Code

Copy 1 - Return to Staff Personnel
Copy 2 - Retain for your records

WSU Office of Staff Personnel

WASHINGTON STATE UNIVERSITY

PULLMAN, WASHINGTON 99164

February 27, 1986

James D. Huber
Rt. 2, Box 30
Colfax, WA 99111

Dear Mr. Huber:

Due to lack of funds, your position of Research Technologist III in the Electron Microscope Center is being reduced in working hours from 40 hours per week (1.000 FTE) to 31 hours per week (.775 FTE) effective March 17, 1986. The position you selected as your first choice is no longer available, due to tenuous budget conditions. Therefore, on March 17, 1986, in accordance with Washington State University's Layoff Procedures, your appointment in your current position will be reduced to 77.5 percent (31 hours per week).

Your name has been placed in order of seniority on the university-wide layoff list for the classification of Research Technologist III. Your term of eligibility on the university-wide layoff list is two years from the date you submitted your option selection. To extend this eligibility for an additional year, you must request this extension in writing prior to the expiration date. Such a request should be directed to the Office of Staff Personnel.

If you feel your layoff is not being accomplished in accordance with the Higher Education Personnel Board (HEPB) Rules, you have the right to appeal your layoff to the Higher Education Personnel Board per WAC 251-12-080 of the HEPB Rules. Appeals must be in writing and filed in the office of the Director, Higher Education Personnel Board, 1202 Black Lake Blvd., Olympia, WA 98504, within 30 calendar days after the effective date of the action appealed.

If you have any questions concerning this appeal procedure, please contact the Office of Staff Personnel, Room 134, French Administration Building, Pullman, Washington.

Sincerely,

R. A. Nilan
Dean
College of Sciences and Arts
Division of Sciences

RAN/lmh/6782JJ

WASHINGTON STATE UNIVERSITY
Pullman, WA 99164-1041

POSITION ACTION

NOTE ▶ SEE BUSINESS POLICIES AND PROCEDURES MANUAL FOR INSTRUCTIONS

126 - 173782

Form Type	Control Number	Position Number
125 / 120	173781 / 173783 / 173780	41603

Phone No. and Person to Contact if Questions	Return-ZIP	File Number
Mary Bishop 335-7520	7520	P-3915-86-17

Organization Name--Dept. & College/Area	Position Home Area No.	Position Home Dept. No.	Date Prepared MM DD YY	Effective Date MM DD YY
Electron Microscopy Center/Div. of Sciences	07	1790	03 06 86	03 17 86

Type(s) of Action	Action Code	Action Code	Action Code	Perm./Temp. Position	Position Begin Date MM DD YY	Position End Date MM DD YY
Change position percent; Assignment of Accts Change	120	125		P		

Position Location--If Not WSU Campus

Reason for Action/Comments:
Permanent change.

POSITION CONFIGURATION BEFORE CHANGE:

Title Description	Title Code	Position Identifying Description
Research Tech III	4861	HUBER

Basis of Service/Position Term (No. of Months) Annual	Academic	Cyclic	If Not Annual Fill In →	Posn. Cycle Start Date Month--Day	Full Time Monthly Base Rate	Position %	Monthly Position Allocation Amount	Range/Step
12 00					2225 00	100 0000		43/K

POSITION CONFIGURATION AFTER CHANGE:

Title Description	Title Code	Position Identifying Description
		HUBER

Basis of Service/Position Term (No. of Months) Annual	Academic	Cyclic	If Not Annual Fill In →	Posn. Cycle Start Date Month--Day	Full Time Monthly Base Rate	Position %	Monthly Position Allocation Amount	Range/Step
1	1	1				077 5000		

ASSIGNMENT OF ACCOUNTS FOR POSITION:

Alloc. Group	Expense Type	Fund	Appr.	Perm.	Budget	Project	Differential Amt.	Assgmt %	Assg Begin Date MM DD YY	Assg End Date MM DD YY
1	153608 Annual	149	01	07L	3915	0002		077 5000	03 17 86	99 99 99
~~1~~	~~Annual~~	~~148~~	~~02~~	~~07L~~	~~3915~~	~~9901~~		023 8600		~~03 17 86~~

If Position is Temporary (Not Perm. Allocated) Indicate Source and Split % Below.

Split % or Split Amt.	Fund	Appr.	Perm	Budget	Obj.	Project

Signature of Requestor — Date

Signature of Submitting Officer — Date

Signature of Other Administrator JHLarsen 03-06-86 — Date

Split % or Split Amt.	Fund	Appr.	Perm	Budget	Obj.	Project

Signature of Dean/Director — Date

R.W. Brosemer 3/7/86
Signature of Grants & Contracts Officer — Date

Signature of Vice Pres./Provost — Date

BUDGET OFFICE ONLY:

Signature of Budget Officer — Date 3-13-86

J.V. Amount | J.V. Date | Budget Office Only

J.V. To/From | J.V. By

WSU 1462 GENEX (06-0485)

RECEIVED
MAR 7 1986
DIV. OF SCIENCES

RECEIVED
MAR 26 1986
DIV. OF SCIENCES

WASHINGTON STATE UNIVERSITY
Pullman, WA 99164-1041

POSITION ACTION

NOTE ▶ SEE BUSINESS POLICIES AND PROCEDURES MANUAL FOR INSTRUCTIONS

Phone No. and Person to Contact if Questions	Return-ZIP	File Number	Posn Type	Control Number	Position Number
					41603

Organization Name—Dept. & College/Area	Position Home Area No.	Position Home Dept. No.	Date Prepared MM DD YY	Effective Date MM DD YY
Electron Microscopy Center/Div. of Sciences	07	1790	03 06 86	03 17 86

Type(s) of Action	Action Code	Action Code	Action Code	Perm./Temp. Position	Position Begin Date MM DD YY	Position End Date MM DD YY
Change position percent; Assignment of Accts Change	120	125		P		

Position Location—If Not WSU Campus

Reason for Action/Comments:
Permanent change.

POSITION CONFIGURATION BEFORE CHANGE:

Title Description	Title Code	Position Identifying Description
Research Tech III	4861	

Basis of Service/Position Term (No. of Months) Annual	Academic	Cyclic	If Not Annual Fill In →	Posn. Cycle Start Date Month—Day	Full Time Monthly Base Rate	Position %	Monthly Position Allocation Amount	Range/Step
12 00					2225 00	100 0000		43/K

POSITION CONFIGURATION AFTER CHANGE:

Title Description	Title Code	Position Identifying Description

Basis of Service/Position Term (No. of Months) Annual	Academic	Cyclic	If Not Annual Fill In →	Posn. Cycle Start Date Month—Day	Full Time Monthly Base Rate	Position %	Monthly Position Allocation Amount	Range/Step
						077 5000		

ASSIGNMENT OF ACCOUNTS FOR POSITION:

Alloc. Group	Expense Type	Fund	Appr.	Pgm.	Budget	Project	Differential Amt.	Assgmnt %	Assg Begin Date MM DD YY	Assg End Date MM DD YY
1	Annual	149	01	07L	3915	0002		077 5000	03 17 86	99 99 99
1	Annual	148	02	07L	3915	9901		023 8600		03 17 86

If Position is Temporary (Not Perm. Allocated) Indicate Source and Split % Below.

Split % or Split Amt.	Fund	Appr.	Pgm	Budget	Obj.	Project

Split % or Split Amt.	Fund	Appr.	Pgm	Budget	Obj.	Project

Signature of Requestor — Date

Signature of Submitting Officer — Date

Signature of Other Administrator JHLarsen — Date 03-06-86

Signature of Dean/Director — Date

Signature of Grants & Contracts Officer — Date

Signature of Vice Pres./Provost — Date

BUDGET OFFICE ONLY:

Signature of Budget Officer — Date

J.V. Amount	J.V. Date	Budget Office Only
J.V. To/From	J.V. By	

M E M O R A N D U M

TO: John H. Larsen, Jr, Director, Electron Microscopy Center

FROM: Shirley M. Meckley, Director, Staff Personnel

DATE: February 5, 1986

SUBJECT: Results of Classification Review of Position Number 038375

The Office of Staff Personnel has completed a classification review of the Research Technologist III, Salary Range 43, position occupied by Joyce L. Davis. It has been determined that the position should be upgraded. Our determination is based on the fact that the majority of duties and responsibilities require supervisory and management related functions, including supervision of a Research Technologist III and assisting the Director in overseeing the operations of the Electron Microscopy Laboratory. As a result, it is felt that the HEPB class for Research Technologist Supervisor is the best fit for the position.

Please complete a Position Action form with the information listed below and submit it to the Budget Office along with a copy of this memorandum. Also, a completed Personnel Action form should be sent to this office to effect the change.

Title: Research Technologist Supervisor
Title Code: 4863
Basis of Service/POE: 12 months; 100 percent
Salary Range: 47
Step: I
Salary: $2337 per month
Effective Date: January 1, 1986

If Ms. Davis takes exception to the audit findings, she has the right to appeal to the Higher Education Personnel Board as provided in WAC 251-06-070. Such an appeal must be submitted in writing to the Board's office, 1202 Black Lake Blvd., Olympia, WA 98504 within 30 calendar days of service of this response or the effective date given above, whichever is later.

If you have any questions regarding this matter, please contact Jim Roberts or me.

SMM/lmh/6657J

cc: J. Davis
J. L. Ozbun
R. A. Nilan

- JAN. 2
  LARSEN initiates up grade

- Feb. 5 Notice sent from Staff Per. Perm. for upgrade

- Feb. 12 Layoff initiated

  ICR FUND USED to fund pos.
  Aug – Feb.

Chronology of a Layoff

Summer 1985 – ½ EMC
½ Zoology

- Training of ½ Res. Tech. I in Zoo. to help me
- Res. Tech. I position was to be made into Full time within few mo.
- New Zoo Chairman (Hosick) called meeting:
  - J. Huber
  - H. Hosick
  - J. LARSEN
  - P. Schroeder
  - H. Went
  - K. Hallauer
- Purpose of meeting was not explained to others prior to this time.
- Hosick explains his desire to find another place for me to work – Needs of Dept. were for routine duties of lowered pay technician – I was too highly qualified for special techniques (such as E.M.) for the Zoo Dept. – Hosick had already contacted Dean Nilan

Chronology of a Cayoff

Summer 1985 - 1/2 EMC
1/2 Zoology

- Training of 1/2 Res. Tech. I in zoo to help me
- Res. Tech. I position was to be made into full time within few mo.
- New Zoo Chairman (Hosick) called meeting:
  - J. Huber
  - H. Hosick
  - J. Larsen
  - P. Schroeder
  - H. Wendt
  - K. Hallauer
- Purpose of meeting was not explained to others prior to this time.
- Hosick explains his desire to find another place for me to work - Needs of Dept. were for routine duties of lowered pay technician - I was too highly qualified for special techniques (such as E.M.) for the Zoo Dept. - Hosick had already contacted Dean Nihan

- Pressured J. Larsen to Assume responsibility for my other 1/2.
- Larsen ` That would be ok but the Dean has not indicated he would give more money to the EMC for this position and has also not given money to other needs of EMC
- Larsen - I will see the Dean '
- No more said by anyone until Mo. Later
- Note to see Hosick
- Hosick wanted to tell me before I heard from others that Dean Nilan had refused to continue funds for my 1/2 time
- Few weeks later I recieved notice from Staff Per. of Layoff.
- Within 3 days I had my options AVAilable.

- Pressured J. Larsen to assume responsibility for my other 1/2.
- Larsen' That would be ok but the Dean has not indicated he would give more money to the EMC for this position and has also not given money to other needs of EMC
- Larsen-' I will see the Dean'
- No more said by anyone until Mo. Later
- Note to see Hosick
- Hosick wanted to tell me before I heard from others that Dean Nilan had refused to continue funds for my 1/2 time
- Few weeks later I recieved notice from Staff Per. of Layoff.
- Within 3 days I had my options available

- Layoff options choosen from within our own Layoff unit - Div of Sci.
  1. Replace Full time Res. Tech. III at EMC
  2. Replace Elect. Micro tech. position at EMC.
- Told I should not discuss within ANYONE but just make my decision.
- I explained that this would be very bad for the EMC (teaching, training,) couldn't anyone intervene and work out a better solution.
- No
- informed J. Larsen of my options AND that I had 4 days to decide. -
- He said he would talk with the Deans people AND get back by Mon.

- Layoff options choosen from within our own Layoff unit - Div of Sci.

1. Replace Full time Res. Tech. III at EMC
2. Replace Elect. Micro tech. position at EMC

- Told I should not discuss within anyone but just make my decision.
- I explained that this would be very bad for the EMC (teaching, training,) couldn't anyone intervene and work out a better solution.
- No
- informed J. Larsen of my options AND that I had 4 days to decide. -
- He said he would talk with the Dean's people AND get back by Mon.

- Mon. He said I cannot do anything - they will not change
- I informed him I would have to take the Res. Tech. pos.
- He informed me that if I were to do that I would have to take on the other duties. (intimidating threat)
I said I understood that and respected the challange. I would try to do my best.
- No further communication within Anyone
- Res. Tech. At EMC informed given options.
- J. Larsen intervened with Dean and had the layoff cancelled.
- No communication - All upset with me for attempt to layoff res. tech.

- Dean transfers my 1/2 position from 200 to EMC
- Duties given - MAINT only
  No training, teaching
- Other staff would not communicate (Notes only)
- MAINT/Repair duties continually taken by res. tech./EM. tech.
- Complain to J. CARSEN
  No communication
  Duties taken
- He would talk with Res. Tech., but I should understand how these people feel - they view this as my fault
- ~~He~~ ~~SAID~~ He SAID I should tell him AGAIN if it WASN'T working.
- Continuous ABUSE of my duties - no communicatio
- Complain to J. CARSEN who SAID He thought he had this taken CARE of.

- He would arrange meeting with Res. Tech
  J. Huber
  J. Larsen
- IN meeting he went over my duties.
- I brought up the problem because he refused to address it.
- He attempted to explain that I WAS responsible for Repair/MAINT AND that Nothing should be touched unless I knew. When I challenged this AS Not working AND the Res. Tech. complained - He began a (Double Talk) —

I complained -
If I were to take orders from the lead Res. Tech. I would only have those duties that I WAS given. If This is my own job resposibility I would have

to be in charge of this AREA - which WAY WAS it going to be.

- Further discussion MADE it only less clear
- He felt that ISSUE WAS settled.
- Job responsibility Abuse continued.
- I complained that because of continued stress I had as being outcast As the bad guy I could not sit At (small) desk space in the Res. Tech. room. -
I WAS A senior employee to the E.M. tech. AND I felt I should have some duties of teaching etc. and the E.M. tech. Also had a private room.
- Sec. convinced J. Larsen she did not need extra room AND thought mabe he could let me use it

- Larsen uses it for sectioning room that Res. Tech. wanted.
- Continued to sit at work bench with box of belongings
- Requested use of desk area at end of hall
- He could not decide
- After Approx. 2 weeks he then allowed me use of this area.
- Began to feel something was happening. - Sec. would not speak but encouraged me to go see Larsen.
- Saw Larsen and Res. Tech. taking job descript. out of file and realized they were trying to upgrade that position of a Supero.
- Recieved a FTE which showed 2 separate funds

for my position. See. told me 1/4 was temporary funds.

- Realized that if they upgrade Res. Tech. then I lose temp. funds. I will be layoff again without anywhere to go.

- Complain to Staff Per. Dept. (Roberts + witness)
- Only speculation on my part they had no indication that this would happen.

- Went to see Larsen - at first would not admit knowing anything - then said he knew fund would be gone MAR. I Asked about the Res. Tech. upgrade AND WAS TOLD THAT WAS NOT public information

Next page *

- Complained ~~about~~ that I was only one in Dept. who did not know.

- Carsen said he had chosen Joyce as the one he wanted to Fill the position of a Supervisor

---

Equal opportunity ~~at~~ for State jobs

Super. positions require supervision of 'money' res. tech. or recently I was told (J. Roberts) that also money handling (budget) was also justification for upgrade

---

* Staff Personell

Complained ~~about~~ that I was only one in Dept. who did not know.

Larsen said he had choosen Joyce as the one he wanted to fill the position of a supervisor

Equal opportunity ~~at~~ for State jobs

Super positions require supervision of 'many' res. tech. or recently I was told (J. Roberts) that also money handling (budget) was also justification for upgrade

Staff Personell

- Joyce upgrade started JAN. 2
- Notice from staff Per. Feb. 5 of upgrade

LAREN SICK
DEAN CALLS FEB. 12

Recieve notice from LARSEN ON Feb. 12 of Layoff of 1/4 funds.

OPTIONS: EM TECH 2/3
COMPUTER OPER $1300.00 MO.
APPLI. MECH.
1/2 PHOTO TECH I
3/4 Position

After APPlying AND ACCEPTANCE by Staff Per. for 1/2 Photo - Vet. School 'pulled' position

ANother Loophole?

Position changed MAR 16 to 3/4 Res. Tech III

** Larsen said he wanted full time people at EMC so he would try AND change my 3/4 position

Wanted to reduce to A position that would fit into the 3/4 salary. He then attempted to explain why this would be good for me AND how I could work my way back up to A Res. Tech III position.

YEA !!

Staff Per. said he could not do that.

Position changed Mar 16
to 3/4 Res. Tech III

* * Larsen said he
wanted full time
people at 2mc so
he would try and
change my 3/4 position

Wanted to reduce to
a position that would
fit into the 3/4 salary.
He then attempted to
explain why this would
be good for me and
how I could work my
way back up to a
Res. Tech III position.

Yea !!

Staff Per. said he
could not do that.

Larsen said Dean required Log of daily activities.
This will show I do not have ANY duties AND will be the justification for further reductions or Layoff I expect.

Apr. 25

Recieved info from JOAN (Zoo Tech) that her job was made full time after I left AND upgrade to Sr. Sci. Tech I
*This was job Floyd Hopkins refired from before I left Zoology

---

Why wasn't I given opp. for my old job in Zoo AS Layoff options ??

Why were two employees reduced and one upgraded
(

WASHINGTON STATE UNIVERSITY
PULLMAN, WASHINGTON 99164-4210

ELECTRON MICROSCOPY CENTER (509) 335-3025

MEMORANDUM

TO: James Huber

FROM: John H. Larsen

DATE: February 13, 1986

I am sorry to inform you that as a result of budget reductions, I have been directed by Dean Nilan to inform you that your FTE will be reduced. Therefore, effective March 16, 1986, your position of Research Technologist III will be reduced from 1.000 to .7614.

JHL:kc

cc: Dean Nilan

Joyce Davis

RESEARCH TECHNOLOGIST III

DESCRIPTION OF DUTIES

Management/Supervision

1. Principle assistant to the Director and acts for him in his absence
2. Hires time-card personnel; leads technicians and supervises time-card staff
3. Works with Director to schedule duties for technicians; helps develop training programs
4. Prepares certain types of paperwork necessary for efficient operation of the Center
5. Oversees operation of all major instrumentation, routine and preventive maintenance procedures and emergency repair of equipment including those on service contracts
6. Acts as liaison with other Centers and Physical Plant in order to keep EMC optimally functional
7. Prepares estimates of proposed research by clients and supervises estimate preparation by other technicians
8. Maintains security of EMC; keeps up to date on safety requirements and oversees safety program for the EMC
9. Responsible for maintenance of adequate EMC supply stores; orders additional stock as required.
10. Keeps Director advised of all EMC problems, helps define needs of the Center and makes appropriate recommendations for changes for increasing efficiency
11. Advises on the purchase of new equipment
12. Maintains composite daily log of EMC staff activities

Training/Teaching

1. Trains clients, students and EMC staff members to use EMC equipment

2. Trains clients, students and EMC staff members in the techniques of electron microscopy

3. Assists with courses offered through EMC, including training students on equipment use, techniques, safety procedures, and provides some lecture/demonstrations

4. Advises on the preparation of manuals for EMC training programs

5. Leads "public relations" programs (tours, demonstration of facilities, equipment, etc.)

Service/Research

1. Provides clients with technical service on all aspects of research in TEM, SEM and EDXA

2. Assists as necessary with duties of other EMC personnel

3. Occasionally acts as a full member of the "team" in some research projects

4. Keeps current on recent literature and developments in electron microscopy; makes literature searches

5. Prepares progress reports on research conducted

PERSONNEL ACTION

WSU 1097 GENEX 002-1-83

1. SOCIAL SECURITY NO.	2. W.S.U. NO.	3. HOME DEPARTMENT AND CAMPUS ZIP	4. CONTROL NO.
539 38 2551		EMC - 4210	

5. LAST NAME	FIRST	MIDDLE	6. SEX M F	7. U.S. CITIZEN YES NO	8. VISA	9. ETHNIC	10. HIGHEST DEGREE	YEAR	11. PREV. WSU SERVICE YES NO	12. PREV. STATE SERVICE YES NO	13. MILITARY STATUS	14. HANDICAP	15. DATE OF BIRTH MM DD YY
Huber	James	D			*		*						

16. TYPE OF PERSONNEL ACTION	17. P.A. CODES	18. WORK COUNTY	19. CAMPUS	20. TIME FULL PART	21. STATUS PERM. TEMP.	22. SEPARATION REASON	23. LEAVE REASON
Change (add) position numbers	26	*	*	X	X	*	*

24. SALARY RANGE/STEP	25. FULL TIME SALARY	26. PER (CHECK ONE) M H C P	27. HOUR EQ/PIECE	28. APPT. TERM	29. BASIS OF SERVICE (CHECK ONE)	30. TENURE CONSIDERATIONS AREA	IND.	ACADEMIC YR.
41/K	$2,117.00	XX		* 12	☐ ACADEMIC ☒ ANNUAL ☐ 9 MO ☐ 9.5 MO ☐ 10 MO ☐ NON SERVICE ☐ SUM. SESSION ☐ SUM APPT. ☐ OTHER			—

31. WORK PERIOD CHECK ONE	32. PERIODIC INCREMENT DATE	33. TIME RPT. CODE	34. PAY TERM	35. EMPLOYEE TYPE (CHECK ONE)	36. PREDECESSOR'S NAME	37. POSITION NO.
☐ ALTERNATE ☐ SCHED. ☐ NON SCHED ☐ EXCEPT.		*	*	☐ FACULTY ☐ EXEMPT ☒ CLASSIFIED ☐ ASSISTANT ☐ RET. SUP. ☐ TIME CARD EST. HRS/WK ____		

APPT. 70

	38. TITLE DESCRIPTION	39. TITLE CODE	40. DEPARTMENT/DIVISION	41. APPT. BEGIN DATE MM DD YY	42. APPT. END DATE MM DD YY	43. APPT. STATUS	44. DIST#
1	Research Tech III	4861	EMC/Div. of Sciences			* 1	1/2
2						*	
3						*	
4						*	
5						*	

DIST. 71

			45. FUND	46. APPRO.	47. PROG.	48. BUDG.		49. PROJECT	✓	50. % F.T.E.	51. DIST. START DATE MM DD YY	52. DIST. STOP DATE MM DD YY	53. EARN TYPE	54. POS. #	
1					07L	3915		0002	0	076 1400	07 01 85	99 99 99		41603	P-2420-86-125 (corrected)
2			ICR Grant money		07L	3915		9901	0	023 8600	07 01 85	06 30 86			P-3915-86-14
3									0						
4									0						
5									0						

55 REMARKS (SINGLE SPACE IF NECESSARY)

37

41603

56. SUBMITTING OFFICER/DEPT. CHAIR	DATE	57. DEAN/DIRECTOR/ADMINISTRATIVE OFFICER	DATE	58. WORK STUDY YES NO	59. SPOUSE A STUDENT YES NO	60. TERMINAL LEAVE HOURS
R.A.Milan	8/22/85	R.A.Milan	8/22/85			

61. VICE PRESIDENT/PERSONNEL DIRECTOR	DATE	62. AFFIR ACT.	63. FINAN. AID	64. CONTR.	65. RET/INS	66. GRAD SCHOOL	67.	68. INPUT DATE MM DD YY	69. COUNTRY OF CITIZENSHIP

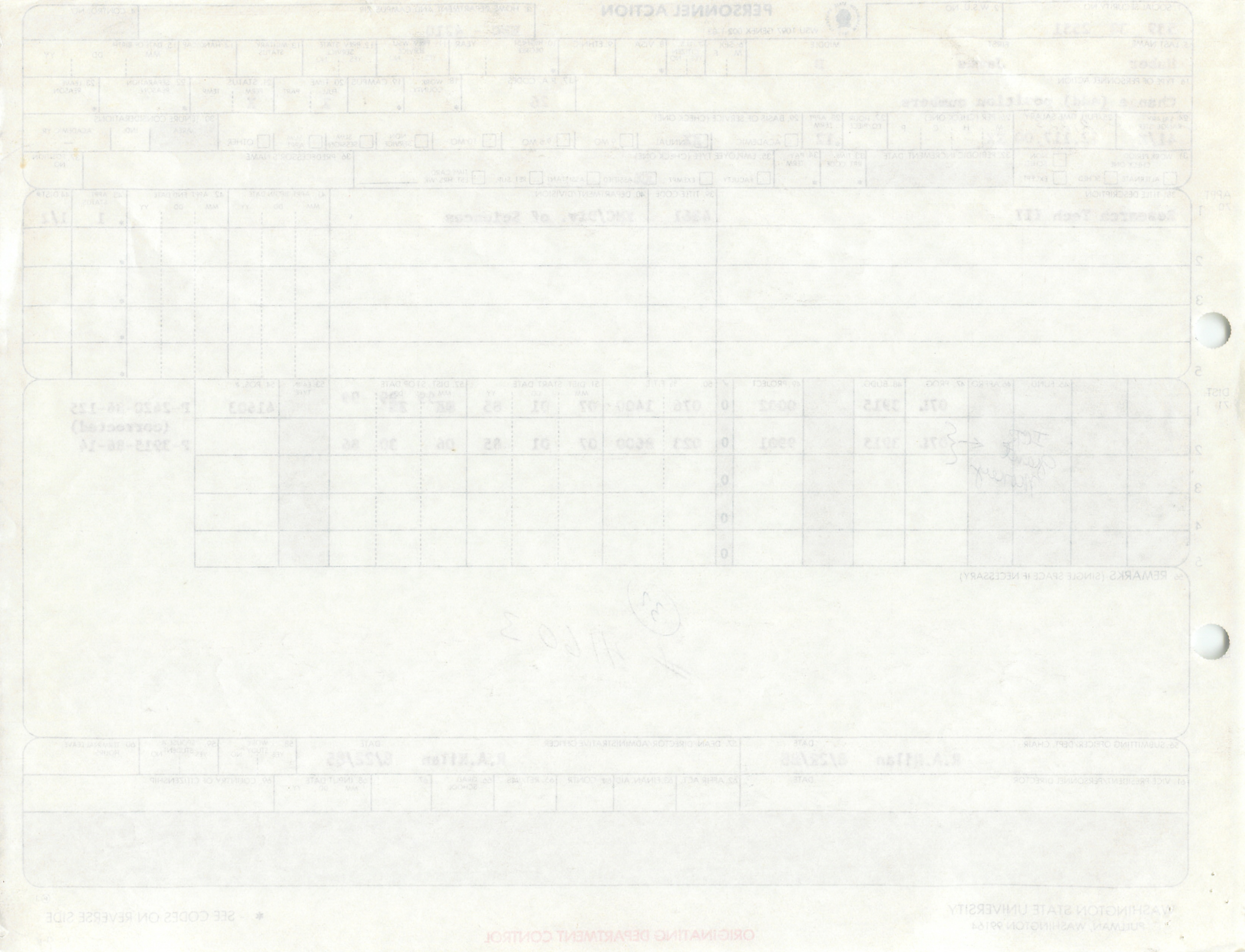
WASHINGTON STATE UNIVERSITY
PULLMAN, WASHINGTON 99164

ORIGINATING DEPARTMENT CONTROL

* - SEE CODES ON REVERSE SIDE

P 1

9-4



WASHINGTON STATE UNIVERSITY
PULLMAN, WASHINGTON 99164-4210

ELECTRON MICROSCOPY CENTER (509) 335-3025

MEMORANDUM

TO: Shirley M. Meckley, Director

FROM: John H. Larsen, Jr., Director

DATE: January 2, 1986

SUBJECT: Research Technologist Supervisor Position

I request that our current Research Technologist III position held by Joyce L. Davis be elevated to a Research Technologist Supervisor (Class Code #4863). This change is requested because: (1) the Center, due to budget cuts, lost its' Operations Manager position, and (2) the change will reflect the current duties being performed by Mrs. Davis.

The position involves supervisory activities beyond the level of a Research Technologist III (see enclosure summarizing duties). Also, the person occupying this position is the principle assistant to the Director and acts for him in his absence.

JHL:kc

cc: R. A. Nilan, Dean
Divison of Sciences

encl: Description of Duties
Position Description

(003)

Washington
State University

Division of Sciences, Pullman, Washington 99164-3520 / 509-335-5548

August 14, 1985

MEMORANDUM

TO: Ann Marsh
Personnel Representative

FROM: R. A. Nilan, Dean
Division of Sciences RAN

SUBJECT: Staff Reassignments for Electron Microscopy Center

This memo is to request that you cancel the layoff action on Jim Huber and proceed to reassign him to the Electron Microscopy Center fulltime. Because of the FY86 fiscal problems, I wish to reduce the Electron Microscopy Technician II (Chris Davitt) to two-thirds time. This Office will be pleased to cooperate with you on any necessary paper work to bring about these changes. Finally, I wish to thank you for your very good assistance and suggestions in implementing these staffing reassignments.

RAN:cs
cc: J. Larsen ✓
(240)

M E M O R A N D U M

TO: James D. Huber, Zoology/Electron Microscope Center

FROM: Ann L. Marsh, Office of Staff Personnel

DATE: August 14, 1985

SUBJECT: Cancellation of Layoff

This is to notify you that the recent action initiated to lay you off from the half-time Zoology portion of your Research Technologist III position in the Department of Zoology and Electron Microscope Center has been cancelled. The reason for cancellation is that when the half-time portion of your position now assigned to the Department of Zoology is abolished, the Dean of the Division of Sciences will reassign you, full-time to the Electron Microscope Center as a Research Technologist III.

If you have questions regarding this matter, you may contact me at the Office of Staff Personnel.

ALM/lmh/5757J

cc: R. A. Nilan
H. Hosick
J. H. Larsen, Jr.

Washington
State University

Division of Sciences, Pullman, Washington 99164-3520 / 509-335-5548

August 21, 1985

MEMORANDUM

TO: James D. Huber
Department of Zoology

FROM: R. A. Nilan, Dean
Division of Sciences RAN

SUBJECT: Reassignment

This is to notify you that effective September 5, 1985, you are being reassigned fulltime as a Research Technologist III to the Electron Microscope Center. Your last work day in the Department of Zoology will by September 4, 1985; before leaving, your time report should be submitted for approval of hours worked in that department.

Please report to Dr. John Larsen in the Electron Microscope Center before September 5, 1985 to obtain your new work schedule and assigned duties.

RAN:kat
(245-B)

cc: H. Hosick
J. Larsen, Jr.
Staff Personell

Washington
State University

Division of Sciences, Pullman, Washington 99164-3520 / 509-335-6548

August 21, 1985

MEMORANDUM

TO: James D. Huber
Department of Zoology

FROM: R. A. Nilan, Dean
Division of Sciences

SUBJECT: Reassignment

This is to notify you that effective September 5, 1985, you are being reassigned fulltime as a Research Technologist III to the Electron Microscope Center. Your last work day in the Department of Zoology will by September 4, 1985; before leaving, your time report should be submitted for approval of hours worked in that department.

Please report to Dr. John Larsen in the Electron Microscope Center before September 5, 1985 to obtain your new work schedule and assigned duties.

RAN:kat
(245-B)

cc: H. Hosick
J. Larsen, Jr.
Staff Personell

Joan gets upgrade to Sci. Inst. Tech. I on Aug. 12, 1985 (Floyds position)

Ann Marsh cancels layoff AND notifies of transfer ON Aug. 14, 1985

at checkpoint stop and wait

no, I don't want to

(continue down)

Please don't make me wait

not going to happen

Yes, I'm sure

TRANSFER FROM ZOO TO EMC WITH TEMPORARY FUNDS AND NOT INFORMING ME

JOAN'S UPGRADE TO FLOYD'S POSITION 2 DAYS BEFORE I WAS TRANSFERED

I WAS TRANSFERRED

POSITION 3 DAYS BEFORE

LOANS WERE MADE TO FRIENDS?

AND NOT INVESTIGATING WE

EMC WITH TENNESSEE FRIENDS

TRANSFERS FROM 500 TO

May 1, 1986

9:00 AM Called Karen Curtis regarding Life Ins. Asked about the info she had on my Layoff - (What it was & didn't know or Larsen) She said it was just what she had already related about having called Staff Per. and informing them about what was going on.

She said they began working on the upgrade in August when I was transfered ~~out~~.

~~claimed she had~~

(Larsen / Joyce) claimed she (Joyce) had been doing Supr. work since Jan. ~~1st~~ (1985). They did not date their copies, so Karen put Aug. date on when she processed these forms because that was the time when she was working on them.

When Tony Roberts (Staff Per.)

Dave this date he asked what was going on and then called Larsen. Larsen jumped on Karen and she said she was just keeping her records up to date because that was when they started processing these forms. Karen said when she would call about super. pos. to staff per. she would then hang-up and call back ½ hr. to ask about layoff so both actions were not tied together.
She said that Staff Per. tagged the files but there was nothing they could do as long as Larsen and Joyce lied.

10:00 LARSEN GIVES ME NOTICE OF NEW LAYOFF

WASHINGTON STATE UNIVERSITY

OFFICE OF STAFF PERSONNEL

May 8, 1986; 3:30 p.m.
Date & Time

TO: James D. Huber (Employee) | Research Technologist III (Classification) | Electron Microscope Center (Department)

FROM: Shirley M. Meckley, Director

SUBJECT: NOTIFICATION OF LAYOFF OPTIONS

Your employing official has informed us that because of lack of funds, or lack of work, the position which you currently occupy at Washington State University is being:

[X] abolished (6-30-86)

[ ] reduced in working year from ___ months to ___ months per year

[ ] reduced in working hours from ___ hours to ___ hours per day

As a result you have been scheduled for layoff.

Based on the records in this office, we have determined those options which may be available to you. This information is shown on the enclosed Layoff Option Form, Enclosure I. If you wish to have your name placed on appropriate layoff list(s) and/or to select an option in lieu of layoff, YOU MUST COMPLETE AND RETURN YOUR LAYOFF OPTION FORM TO: Ann L. Marsh (134 French Administration Bldg) BY 3:30 p.m. (Time) ON 5-13-86 (Date).

FAILURE TO DO SO WILL RESULT IN LAYOFF WITHOUT PLACEMENT OF NAME ON LAYOFF LIST(S) AND/OR EXERCISE OF OPTIONS.

Also enclosed for your information is a copy of Washington State University's Layoff Procedure (Enclosure 2) which includes a list of the layoff units and the Higher Education Personnel Board rules regarding State-wide Layoff Lists. If you are interested in placement on the State-wide Layoff Lists, it shall be your responsibility to contact any higher education institution or related board within thirty (30) days of the effective date of your layoff.

cc: Employing Official

Enclosures 1. Layoff Option Form
2. Washington State University Layoff Procedure
3. Information for Employees Who Are Separated By Layoff

WSU Staff Personnel

M E M O R A N D U M

TO: James D. Huber, Electron Microscopy Center

FROM: Ann L. Marsh, Office of Staff Personnel

DATE: May 8, 1986

SUBJECT: Information RE: Layoff Options

The following information is provided to assist you in making your choices regarding claiming an employment option in lieu of layoff, and electing to be placed on layoff lists.

SALARY/APPOINTMENT STATUS

Your salary and appointment status for each of the employment options offered in lieu of layoff would be as follows:

Position	FTE	SR/Step	Month Salary	Appt Status
Electron Microscope Technician II	.675	38Q/K	$1332.67	Permanent
Histologic Technician I	1.000	31/K	1654.00	Trial Service
Utility Worker I	1.000	28/K	1536.00	Trial Service
Library Technician I	1.000	20/K	1261.00	Trial Service

If you mark the "PLACEMENT ON LAYOFF LISTS" section of your "LAYOFF OPTION FORM" you will be placed on layoff lists for the class from which you are laid off (i.e., Research Technologist III), and other classes where you hold permanent status (i.e., Research Technologist II and I, and Electron Microscope Technician II and I) which are a higher salary range than the employment option you select. See below.

Employment Option Selected	Layoff Lists
1. Refuse all positions offered	Research Technologist III, II & I, and Electron Microscope Technician II and I.
2. Claim .675 Electron Microscope Technician II	Research Technologist III & II
3. Claim Histologic Technician I, Utility Worker I, or Library Technician I	Research Technologist III, II, & I, and Electron Microscope Technician II & I

ALM/lmh/7181J

M E M O R A N D U M

TO: James D. Huber, Electron Microscopy Center

FROM: Ann L. Marsh, Office of Staff Personnel

DATE: May 8, 1986

SUBJECT: Information RE: Layoff Options

The following information is provided to assist you in making your choices regarding claiming an employment option in lieu of layoff, and electing to be placed on layoff lists.

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Histologic Technician I	1.000	31/K	1654.00	Trial Service
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Library Technician I	1.000	20/K	1261.00	Trial Service

If you mark the "PLACEMENT ON LAYOFF LISTS" section of your "LAYOFF OPTION FORM" you will be placed on layoff lists for the class from which you are laid off (i.e., Research Technologist III), and other classes where you hold permanent status (i.e., Research Technologist II and I, and Electron Microscope Technician II and I) which are a higher salary range than the employment option you select. See below.

Employment Option Selected	Layoff Lists
1. Refuse <u>all</u> positions offered	Research Technologist III, II & I, and Electron Microscope Technician II and I.
2. Claim .675 Electron Microscope Technician II	Research Technologist III & II
3. Claim Histologic Technician I, Utility Worker I, or Library Technician I	Research Technologist III, II, & I, and Electron Microscope Technician II & I

ALM/lmh/7181J

ENCLOSURE 1

WASHINGTON STATE UNIVERSITY

OFFICE OF STAFF PERSONNEL

LAYOFF OPTION FORM

James D. Huber	Research Technologist III	Electron Microscope Center	5-13-86; 3:30 p.m.
Employee	Classification	Department	Option Selection Deadline

#8
Layoff Unit

IMPORTANT: Any inaccuracies in the seniority computation information should be brought to the attention of the Office of Staff Personnel immediately!

SENIORITY COMPUTATION INFORMATION

Employment Date April 1, 1970

Plus Veteran's Eligibility N/A

Less Leave W/O Pay None

TOTAL LAYOFF SENIORITY 5883 days
(effective through 5-09-86)

****

PLACEMENT ON LAYOFF LISTS

[ ] I wish to be placed on the appropriate Layoff List(s). I understand that it is my responsibility to inform WSU Office of Staff Personnel of any changes of my address or phone number. Failure to do so may result in my name being removed from the Layoff List(s). I also understand that if I wish to extend my eligibility beyond two years, I must notify the WSU Office of Staff Personnel in writing prior to the expiration date.

****

PERMANENT EMPLOYEE OPTIONS IN LIEU OF LAYOFF
(In the Layoff Unit)

(Check One)

Options In The Class From Which Laid Off:

[N/] (No Research Technologist III positions available)

Options In Any Of The Lower Classes In The Same Class Series From Which Laid Off:

[N/A] (No Research Technologist II or I [ ]

[ ] positions available) [ ]

[ ] [ ]

Options In Other Classes In Which Permanent Status Is Held:

[ ]Claim less-than-comparable Electron [ ]

[ ] Microscope Technician II (.675 FTE) [ ]

[ ](No Electron Microscope Technician I [ ]

[ ] positions available) [ ]

[ ] I do not wish to exercise any of the options above to which I am entitled.

CONTINUED ON SECOND SHEET

ENCLOSURE 1

WASHINGTON STATE UNIVERSITY

OFFICE OF STAFF PERSONNEL

LAYOFF OPTION FORM

James D. Huber | Research Technologist III | Electron Microscope Center | 5-13-85; 3:30 p.m.
Employee | Classification | Department | Option Selection Deadline

SS# _____

Layoff Units

IMPORTANT: Any inaccuracies in the seniority computation information should be brought to the attention of the Office of Staff Personnel immediately!

SENIORITY COMPUTATION INFORMATION

Employment Date April 1, 1970

Plus Veteran's Eligibility N/A

Less Leave W/O Pay None

TOTAL LAYOFF SENIORITY 5883 days
(effective through 5-09-85)

PLACEMENT ON LAYOFF LISTS

[ ] I wish to be placed on the appropriate Layoff List(s). I understand that it is my responsibility to inform WSU Office of Staff Personnel of any changes of my address or phone number. Failure to do so may result in my name being removed from the Layoff list(s). I also understand that if I wish to extend my eligibility beyond two years, I must notify the WSU Office of Staff Personnel in writing prior to the expiration date.

PERMANENT EMPLOYEE OPTIONS IN LIEU OF LAYOFF
(In the Layoff Unit)

(Check One)

Options In The Class From Which Laid Off:

[N/] (No Research Technologist III positions available)

Options In Any Of The Lower Classes In The Same Class Series From Which Laid Off:

[N/A] (No Research Technologist II or I [ ] _____

[ ] positions available) [ ] _____

[ ] [ ] _____

Options In Other Classes In Which Permanent Status Is Held:

[ ]Claim less-than-comparable Election [ ] _____

[ ] Microscope Technician II (.675 FTE) [ ] _____

[ ](No Electron Microscope Technician I [ ] _____

[ ] positions available) [ ] _____

[ ] I do not wish to exercise any of the options above to which I am entitled.

CONTINUED ON SECOND SHEET

PERMANENT EMPLOYEE OPTIONS IN LIEU OF LAYOFF
(University-Wide)

Since you have no options within your layoff unit, you are being offered the following positions for which we have determined you are eligible providing you successfully complete the examination. Please indicate your preference for claiming these positions by prioritizing them in the appropriate column. Keep in mind that if you do not receive a passing score on an examination, you will not be eligible to claim that position.

PRIORITY	POSITION	EXAM REQ'D Yes	NO	EXAM SCHEDULE INFORMATION
_____	FT/12 (Vacant) Histologic Technician I	X	___	Supplemental Application due in Office of Staff Personnel by 5-14-86; 9 a.m.
_____	FT/12 (Vacant) Utility Worker I	X	___	Supplemental Application due in Office of Staff Personnel by 5-14-86; 9 a.m.
_____	FT/12 (Vacant) Library Technician I	X	___	Supplemental Application due in Office of Staff Personnel by 5-14-86; 9 a.m.

[ ] I do not wish to be considered for any of the above positions.

****

RESIGNATION IN LIEU OF LAYOFF

[ ] I wish to resign effective_____ and understand that I am waiving all rights which would be afforded me in layoff.

****

Your signature is required below in order for this form to be complete.

_____ _____
Employee Signature Date

_____ _____
Home Address Telephone

_____
City State Zip Code

Copy 1 - Return to Staff Personnel
Copy 2 - Retain for your records

WSU Office of Staff Personnel

PERMANENT EMPLOYEE OPTIONS IN LIEU OF LAYOFF
(University-Wide)

Since you have no options within your layoff unit, you are being offered the following positions for which we have determined you are eligible providing you successfully complete the examination. Please indicate your preference for claiming these positions by prioritizing them in the appropriate column. Keep in mind that if you do not receive a passing score on an examination, you will not be eligible to claim that position.

PRIORITY	POSITION	EXAM REQ'D Yes	EXAM REQ'D No	EXAM SCHEDULE INFORMATION
	PT\12 (Vacant) Histologic Technician I	X		Supplemental Application due in Office of Staff Personnel by 5-14-86; 9 a.m.
	PT\12 (Vacant) Utility Worker I	X		Supplemental Application due in Office of Staff Personnel by 5-14-86; 9 a.m.
	PT\12 (Vacant) Library Technician I	X		Supplemental Application due in Office of Staff Personnel by 5-14-86; 9 a.m.

[ ] I do not wish to be considered for any of the above positions.

****

RESIGNATION IN LIEU OF LAYOFF

[ ] I wish to resign effective _____ and understand that I am waiving all rights which would be afforded me in layoff.

****

Your signature is required below in order for this form to be complete.

_____ _____
Employee Signature Date

_____ _____
Home Address Telephone

_____
City State Zip Code

Copy 1 - Return to Staff Personnel
Copy 2 - Retain for your records

cc: Office of Staff Personnel

WASHINGTON STATE UNIVERSITY

PULLMAN, WASHINGTON 99164

May 20, 1986

James D. Huber
Rt. 2, Box 30
Colfax, WA 99111

Dear Mr. Huber:

Due to lack of funds, your position of Research Technologist III in the Electron Microscopy Center is being abolished effective June 30, 1986. Therefore, on July 1, 1986, in accordance with Washington State University's Layoff Procedure, you will assume the position of Histologic Technician I in the Washington Animal Disease and Diagnostic Laboratory (WADDL). Your supervisor will be Ms. Victoria Herrington; she will meet with you before you are to report to WADDL for work. Please contact Ms. Herrington some time this week at 335-9696, to schedule an appointment.

Your name has been placed in order of seniority on the university-wide layoff lists for the classifications of Research Technologist III, II and I, and Electron Microscope Technician II and I. Your term of eligibility on the university-wide layoff lists is two years from the date you submitted your option selection. To extend this eligibility for an additional year, you must request this extension in writing prior to the expiration date. Such a request should be directed to the Office of Staff Personnel.

If you feel your layoff is not being accomplished in accordance with the Higher Education Personnel Board (HEPB) Rules, you have the right to appeal your layoff to the Higher Education Personnel Board per WAC 251-12-080 of the HEPB Rules. Appeals must be in writing and filed in the office of the Director, Higher Education Personnel Board, 1202 Black Lake Blvd., Olympia, WA 98504, within 30 calendar days after the effective date of the action appealed.

If you have any questions concerning this appeal procedure, please contact the Office of Staff Personnel, Room 134, French Administration Building, Pullman, Washington.

Sincerely,

Ronald W. Brosemer

Ronald W. Brosemer
Associate Dean
College of Sciences and Arts/
Division of Sciences

ALM/lmh/7245J

cc: WADDL

cc: MADDL

ALM\lmh\72457

Division of Sciences
College of Sciences and Arts\
Associate Dean
Ronald D. Brosemer

Sincerely,

Building, Pullman, Washington.
contact the Office of Staff Personnel, Room 134, French Administration
If you have any questions concerning this appeal procedure, please

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Staff Personnel.
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Due to lack of funds, your position of Research Technologist III in the

Dear Mr. Huber:

Colfax, WA 99111
Rt. 2, Box 30
James D. Huber

May 20, 1989

PULLMAN WASHINGTON 99164

WASHINGTON STATE UNIVERSITY

WASHINGTON STATE UNIVERSITY
Office of Staff Personnel
Pullman, Washington 99164-1014 (509) 335-4521

March 3, 1986

James D. Huber
Electron Microscope Center
4210

Dear Mr. Huber:

Your application for Photographer I has been evaluated to determine if you qualify for voluntary demotion to this job classification which has a lower salary range than your current class.

You received a satisfactory rating on your examination; therefore, you qualify to interview for position vacancies in this class. You will be referred for all vacancies except those with employment conditions unacceptable to you (i.e., percent appointment, position location, etc.), or those with special job skill requirements which you do not possess. Since you do not hold permanent status in this class, you will serve a trial service period if appointed. Your salary increase date will remain unchanged.

For your information, the date you became eligible to be referred for vacancies in this class was February 26, 1986. Your term of eligibility will expire one year from this date unless you resign before the expiration date.

If you have any questions, please contact me at the Office of Staff Personnel.

Sincerely,

Ann L. Marsh
Personnel Representative II

ALM/lmh/6807J

OFFICE OF STAFF PERSONNEL

James D. Huber
Electron Microscope Center
4210

CONFIDENTIAL

BIOMEDICAL COMMUNICATIONS UNIT
COLLEGE OF VETERINARY MEDICINE PULLMAN WA 99164-7013

10 September 1986

Mr. James D. Huber
Route 2, Box 30
Colfax WA 99111

Dear Mr. Huber:

Thank you for your recent interest in the Photographer I (3785), half-time position at Biomedical Communications Unit, Washington State University. This letter is to notify you that we have selected another candidate from among the original list in which your name was included.

Since the position was temporarily deactivated in June due to fiscal reorganization in the College and has just now been reactivated, this letter is also to advise you that, should you desire, you are entitled to re-interview for the position.

Thank you for your interest.

Sincerely,

Jerry J. McCollum
Coordinator of Photography

file: 10sep86photocandidates

ENCLOSURE 1

WASHINGTON STATE UNIVERSITY

OFFICE OF STAFF PERSONNEL

LAYOFF OPTION FORM

James D. Huber	Research Technologist III	Electron Micro-scope Center	2-21-86; 4:30 p.m.
Employee	Classification	Department	OPTION SELECTION DEADLINE

#8
Layoff Unit

IMPORTANT: Any inaccuracies in the seniority computation information should be brought to the attention of the Office of Staff Personnel immediately!

SENIORITY COMPUTATION INFORMATION

Employment Date 4-01-70

Plus Veteran's Eligibility N/A

Less Leave W/O Pay None

TOTAL LAYOFF SENIORITY 3243 days
(effective through 2-18-86)

****

PLACEMENT ON LAYOFF LISTS

[X] I wish to be placed on the appropriate Layoff List(s). I understand that it is my responsibility to inform WSU Office of Staff Personnel of any changes of my address or phone number. Failure to do so may result in my name being removed from the Layoff List(s). I also understand that if I wish to extend my eligibility beyond two years, I must notify the WSU Office of Staff Personnel in writing prior to the expiration date.

****

PERMANENT EMPLOYEE OPTIONS IN LIEU OF LAYOFF
(In the Layoff Unit)

(Check One) NOTE: No full-time positions available in layoff unit

Options In The Class From Which Laid Off:

2nd Choice [ ] Remain in current Research Technologist III position and accept reduction to .775

Options in Any Of The Lower Classes in the Same Class Series From Which Laid Off:

[N/A] None(Does not meet job-specific qualifications needed to claim Research Technologist I and II positions occupied by least senior employees in the unit)

[ ] _____ [ ] _____

[ ] _____ [ ] _____

Options in Other Classes in Which Permanent Status is Held:

[ ] Bump into .675 FTE(27 hours/week) Electron Microscope Technician II position [ ] _____

[ ] (No Electron Microscope Technician I positions available) [ ] _____

[ ] _____ [ ] _____

[ ] I do not wish to exercise any of the options above to which I am entitled.

CONTINUE ON REVERSE SIDE OF THIS SHEET

PERMANENT EMPLOYEE OPTIONS IN LIEU OF LAYOFF
(University-Wide)

Since you have no options within your layoff unit, you are being offered the following positions for which we have determined you are eligible providing you successfully complete the examination. Please indicate your preference for claiming these positions by prioritizing them in the appropriate column. Keep in mind that if you do not receive a passing score on an examination, you will not be eligible to claim that position.

PRIORITY	POSITION	EXAM REQ'D Yes	EXAM REQ'D No	EXAM SCHEDULE INFORMATION
	Bump FT/12 Appliance Mechanic II	X		Return Suppl. by 2-24-86; 9 a.m.
	Bump FT/12 Computer Operator I	X		Return Suppl. by 2-24-86; 9 a.m.
1	Vacant 1/2 time/12 Photographer I	X		Return Suppl. by 2-24-86; 9 a.m. (and Portfolio)

[ ] I do not wish to be considered for any of the above positions.

****

RESIGNATION IN LIEU OF LAYOFF

[ ] I wish to resign effective _____ and understand that I am waiving all rights which would be afforded me in layoff.

****

Your signature is required below in order for this form to be complete.

_____ _____
Employee Signature Date

_____ _____
Home Address Telephone

_____
City State Zip Code

Copy 1 - Return to Staff Personnel
Copy 2 - Retain for your records

WSU Office of Staff Personnel

M E M O R A N D U M

TO: James D. Huber, Electron Microscope Center

FROM: Ann L. Marsh, Office of Staff Personnel

DATE: February 18, 1986

SUBJECT: Information RE: Layoff Options

The following information is provided to assist you in making your choices regarding claiming an employment option in lieu of layoff, and electing to be placed on layoff lists.

SALARY/APPOINTMENT STATUS

Your salary and appointment status for each of the employment options offered in lieu of layoff would be as follows:

Position	FTE	SR/Step	Month Salary	Appt Status
Research Technologist III	.775	43/K	$1724.38	Permanent
Electron Microscope Tech II	.675	38Q/K	1332.67	Permanent
Appliance Mechanic II	1.000	38G/K	1966.00	Trial Service
Computer Operator I	1.000	24/K	1392.00	Trial Service
Photographer I	.500	39/K	1007.50	Trial Service

PLACEMENT ON LAYOFF LISTS:

If you mark the "PLACEMENT ON LAYOFF LISTS" section of your "LAYOFF OPTIONS FORM" you will be placed on layoff lists for the class from which you are laid off (i.e., Research Technologist III), and other classes where you hold permanent status (i.e., Research Technologist II, I; and Electron Microscope Technician II and I) which are a higher salary range than the employment option you select. See below.

Employment Option Selected	Layoff Lists
1. Refuse all positions offered	Research Technologist III, II, I and Electron Microscope Technician II and I
2. Claim .775 Research Technologist III	Research Technologist III
3. Claim .675 Electron Microscope Technician II	Research Technologist III
4. Claim 1.000 Appliance Mechanic II	Research Technologist III
5. Claim 1.000 Computer Operator I	Research Technologist III, II, I and Electron Microscope Technician II an I
6. Claim .500 Photographer I	Research Technologist III

WASHINGTON STATE UNIVERSITY

OFFICE OF STAFF PERSONNEL

February 18, 1986; 3:15 PM
Date & Time

TO: James D. Huber (Employee) | Research Technologist III (Classification) | Electron Microscope Center (Department)

FROM: Shirley M. Meckley, Director

SUBJECT: NOTIFICATION OF LAYOFF OPTIONS

Your employing official has informed us that because of lack of funds, or lack of work, the position which you currently occupy at Washington State University is being:

[ ] abolished

[ ] reduced in working year from ___ months to ___ months per year

[X] reduced in working hours from 40 hours to 31 hours per ~~day~~ week

As a result you have been scheduled for layoff.

Based on the records in this office, we have determined those options which may be available to you. This information is shown on the enclosed Layoff Option Form, Enclosure I. If you wish to have your name placed on appropriate layoff list(s) and/or to select an option in lieu of layoff, YOU MUST COMPLETE AND RETURN YOUR LAYOFF OPTION FORM TO: Ann L. Marsh BY 4:30 p.m. (Time) ON 2-21-86 (Date).

FAILURE TO DO SO WILL RESULT IN LAYOFF WITHOUT PLACEMENT OF NAME ON LAYOFF LIST(S) AND/OR EXERCISE OF OPTIONS.

Also enclosed for your information is a copy of Washington State University's Layoff Procedure (Enclosure 2) which includes a list of the layoff units and the Higher Education Personnel Board rules regarding State-wide Layoff Lists. If you are interested in placement on the State-wide Layoff Lists, it shall be your responsibility to contact any higher education institution or related board within thirty (30) days of the effective date of your layoff.

cc: Employing Official

Enclosures 1. Layoff Option Form
2. Washington State University Layoff Procedure
3. Information for Employees Who Are Separated By Layoff

WSU Staff Personnel

EFFORT CERTIFICATION REPORT

WSU 1174-CONTR 067-0584

SOCIAL SECURITY NO.	EMPLOYEE NAME LAST FIRST MIDDLE INITIAL
539-38-2551	HUBER,JAMES D

COLLEGE/DEPARTMENT
ELECTRON MICROSCOPY CENTER

ADDRESS
SCIENCE 103 4210

EFFORT PERIOD–BEGINNING	EFFORT PERIOD–ENDING	RETURN DATE MM DD YY
01/01/86	05/15/86	06 19 86

RETURN TO: GRANT & CONTRACT FINANCE OFFICE–240 FRENCH AD. BLDG.–TEL. 335-2011

APPOINTMENT TERMS

SECTION A CLASSIFICATION	CODE	% EFFORT
DEPARTMENTAL ADMINISTRATION	D/A	
GENERAL ADMINISTRATION	G/A	
INSTRUCTION & DEPARTMENTAL RESEARCH	I/DR	
ORGANIZED RESEARCH	O/R	
COST SHARING	C/S	
EXTENSION / PUBLIC SERVICE	E/PS	
OTHER ACTIVITIES	O/A	
	SUBTOTAL	100.0

SECTION B SPONSORED AGREEMENTS	% EFFORT
SUBTOTAL–SPONSORED AGREEMENTS	
TOTAL CERTIFIED EFFORT	100%

SECTION C EARNED DISTRIBUTION FOR REPORT PERIOD

ACCOUNT NUMBER	CLASSIFICATION	% EARNED DETAIL	% EARNED TOTAL
07L-3915-0002-0	OTHER ACTIVITIES	85.3	
07L-3915-9901-0	OTHER ACTIVITIES	14.7	
	SUBTOTAL		100.0
TOTAL-EARNED DISTRIBUTION			100.0

SECTION D IMPORTANT NOTICE

>>>>..NOTICE THIS FORM MUST BE RETURNED ON OR BEFORE DELINQUENT RETURN DATE.

SECTION E COST SHARING

EFFORT CONTRIBUTED FROM NONFEDERAL FUNDS

SPONSORED AGREEMENT ACCOUNT NUMBER	% EFFORT
TOTAL COST SHARING	

SECTION F PROFESSIONAL AND FACULTY EMPLOYEES ONLY

PART 1 DEPARTMENTAL ADMINISTRATION ACTIVITIES

CHECK THE APPROPRIATE BOX(ES) FOR ADMINISTRATIVE DUTIES WHICH BENEFIT COMMON OR JOINT DEPARTMENTAL ACTIVITIES OR OBJECTIVES

- ☐ Administrative duties of academic deans and staff.
- ☐ Heads of academic departments, divisions, and organized research units.
- ☐ Other faculty and professional staff administrative activity which benefits federally sponsored agreements (e.g. search and other committees).

Specify: _____

ENTER PERCENT CONTRIBUTED IN SECTION A

PART 2 GENERAL ADMINISTRATIVE ACTIVITIES

CHECK THE APPROPRIATE BOX(ES) FOR ADMINISTRATIVE DUTIES BENEFITING UNIVERSITY-WIDE FUNCTIONS OR OBJECTIVES

- ☐ Search committee–institution wide.
- ☐ University Senate Committees or activities.
- ☐ Ad Hoc Administrative Committees.
- ☐ Presidential Committees.
- ☐ Other university-wide committees or activities

Specify: _____

ENTER PERCENT CONTRIBUTED IN SECTION A

SECTION G BUDGET SPLIT DETAIL / REMARKS

EMPLOYEE

SECTION H DELINQUENT EFFORT REPORTS

SECTION I EFFORT CERTIFICATION STATEMENT

After personal review of this report and having firsthand knowledge of the total effort expended, I certify that the effort reported is a reasonable estimate for the time period indicated.

Signature of Employee (optional) X _____ Date _____

Signature of Administrator X [signature] Date 6-9-86

SECTION J ADMINISTRATIVE REVIEW

(AN ADMINISTRATOR MUST SIGN EITHER SECTION I OR J)

Signature of Administrator X _____ Date _____

INSTRUCTIONS

See BUSINESS POLICIES AND PROCEDURES MANUAL 40.35 for complete instructions.

- Indicate effort devoted to applicable classifications in section A and sponsored agreements in section B.
- If actual effort differs from percentages preprinted in sections A and B, mark out incorrect values and enter the appropriate percentages.
- To certify effort supported by an account not indicated in section C, enter the percentage by classification in section A, or enter the account code and effort percentage in section B. Also enter account and percent earned in section C.
- Indicate in section E by federally sponsored agreement the percent of cost-shared effort contributed from nonfederal funds.
- Transfer the total from section E to the "Cost Sharing" classification in section A.
- Add subtotals to calculate "Total Certified Effort."
- Adjust percent earned by account in section C to reflect significant changes in effort.
- Professional and faculty employees indicate specific administration activities in section F.

SIGNATURE INSTRUCTIONS:

- An administrator with firsthand knowledge of total effort signs the certification statement. The employee certifies if the administrator does not have firsthand knowledge. Each form must be certified by either the employee or a supervising administrator.
- Administrators who do not have firsthand knowledge of all effort indicate administrative approval of the completed form by signing the bottom signature block, "Administrative Review."

CLASSIFICATION DEFINITIONS

EFFORT CLASSIFICATION	SECTIONS	DEFINITION	ALLOWABLE PROGRAMS		ALLOWABLE EMPLOYEES	EXAMPLES
1. Departmental Administration *	A, F	Administrative and support effort which benefits common or joint objectives or activities of the administrative unit (e.g., department).	STATE FUNDED	FEDERAL FUND 143	a. Academic deans and staffs	a. College finance officer
			06 thru 10;	06 09	b. Academic department chairs, directors of organized research units and staffs	b. Department secretary, stockroom attendant
			17C	10	c. Other professional staff (includes faculty) * *	c. Acting chair, assistant chair, college or departmental committee member
2. General Administration *	A, F	Administrative effort of a general character which does not relate solely to any single function of the university (e.g., instruction, organized research). Effort in this classification benefits university-wide activities.	06 thru 10; 17C		Professional/faculty * *	Member of a committee which benefits university-wide activities or objectives, e.g., University Senate, Research and Arts Committee
3. Instruction & Departmental Research	A, C	Teaching, advising, and other curriculum-oriented activities. (Also includes state-sponsored research which is not separately budgeted and accounted for.)	01 thru 10; 17C	06	Include effort contributed to teaching from earnings in programs 01 thru 05 (Section C). Report remaining effort for these programs in the OTHER ACTIVITIES classification. DEPARTMENTAL RESEARCH - Research which is not separately budgeted and accounted for.	
4. Organized Research	A, C	State and federally supported research which is separately budgeted (has a discrete account coding).	06 thru 10	10	THIS CLASSIFICATION MUST BE SUPPORTED BY SOME EARNINGS IN ORGANIZED RESEARCH, SECTION C.	
5. Cost Sharing *	A, E	Effort contributed to federally sponsored projects (programs 11-12) which is supported by non-federal funding.	01 thru 10; 15 thru 99			
6. Extension/Public Service	A, C	Those university activities which relate to services and educational programs provided to non-WSU personnel.	06 thru 10	09		
7. Other Activities	A, C	All state-supported activities not included in other classifications.	01 thru 05; 07; 15 - 18A; 18C - 99			
8. Sponsored Agreements	B, C	Sponsor-funded effort which is supported by extramural funding; state, private, or federal.	11; 12; 13; 14			

IMPORTANT

- When effort differs from earnings for Sponsored Agreements, programs 11-12-13-14, a payroll adjustment will be made to the specific amount.
- However, effort can be transferred amongst STATE funded programs within the limits outlined under the "ALLOWABLE PROGRAMS" column, without a payroll adjustment.

* This classification is not reflected in the earned distribution (section C) because effort in this category is supported by accounts from other classifications.

* * Effort for this group must be supported by departmental documentation.

SPECIAL INSTRUCTIONS: Complete additional effort reporting according to the following instructions only if directed to do so by a message printed in Section D.

9. **General and Departmental Administration**—The appointment job title indicates a possibility for reporting effort to these classifications in section A. Refer to instructions above, and to section 40.35 of the BUSINESS POLICIES AND PROCEDURES MANUAL. Professional and faculty employees must complete section F.

10. **Cost Sharing On and Off Campus**—Identify the location of cost sharing effort (on or off campus) for each account flagged in section E with this instruction number. Enter distribution in section E.

11. **Appointment to More Than One Budget**—Effort percents reported for departmental administration, general administration, instruction and organized research must be identified by budget number. In section G report breakdown information by budget for each classification reported in section A.

12. **Holding Account (Program 188)**—Earnings from holding accounts must be distributed to supporting accounts. In section C report the account number and earning percentage for each account and complete the effort report.

1. Attempt to change position to fit into 3/4 money with full time reduced position.

2. Using part time research assistant for training on microscopes

3. Using part time research assistant for course training

4. Reduced Seniority Rights in position with reduction in full time work
   Full → ½ → 3/4

5. Reduced Pension - Highest 24 consec. mo.

6. Loop holes in Layoff/Promotion/Hiring procedures

7. Layoff from Zoology - money available from retirement employee used to upgrade ½ Res. Tech. to Sr. Sci. Instr I full time.

8. Zoology Sci. Inst. Tech. I job not offered in 2nd Layoff

Jim Huber

RESEARCH TECHNOLOGIST III

Description of Primary Duties

1. Research/Service

   Perform TEM service work for clients and EMC

   Assist in design of TEM experiments as required

   Keep records on research being conducted

   Prepare progress reports on research conducted

   Keep current on TEM technical literature and perform literature searches

   Carry out photographic applications for projects and demonstrations utilizing electron microscopy, X-ray, and light miscroscopy

2. Training/Instruction

   Instruct clients and students in the use of the darkroom

   Train clients and students in light microscopy - photomicrography and X-ray photography

   Train clients and students in computer assisted image analysis

   Assist, as needed, in courses offered through the EMC

3. Maintenance/Repair/Other

   Maintain and repair major and minor EMC equipment (Establish a maintenance document for weekly inspection and service of equipment)

   Provide written documentation for repairs and alterations made on equipment (Incorporate circuit changes, etc. into schematics)

   Prepare and maintain TEM phtochemicals and service darkrooms

   Maintain equipment/supplies catalog file and reference system on EM techniques

tion for both nutrient storage and predator repulsion. In the most advanced species of Ambystoma the granular glands have assumed both functions and fat is no longer stored in the tail (Williams, '83).

Secreting food stores to resist predation would appear to be debilitating, but would be less severe than tail autotomy; the strategy employed by many salamander genera: Desmognathus (Wake and Dresner, 1966), Ensatina, Eurycea, Batrachoseps, Hemidactylum, Typhlotriton (Wake and Dresner, 1966; Brodie, 1977), Pseudoeurycea, Bolitoglossa, and Chiropterotriton (Shaffer, 1978), Thorius (Wake and Dresner, 1966) and Chioglossa (Brodie, 1977). In addition, DiGiovanni and Brodie (1981) and Williams (1983) demonstrated that stored secretory product in the caudal granular glands of Ambystoma is seldom, if ever, completely depleted during an encounter with a predator. Individual A. opacum survived from 4 to 12 attacks from the short-tailed shrew (Blarina brevicaudata), a mammal known to feed readily on salamanders (Brodie, et al., 1979). This salamander apparently always retains some gland product. Consequently, it is burdened only with the synthesis of more secretory material rather than the regeneration of an entire tail. It is unlikely that the loss of gland product by A. m. columbianum during an encounter with a predator, would inhibit reproduction to the same extent as does tail autotomy in the plethodontid B. attenuatus (Maiorana, 1977). In the latter species, tail autotomy causes females to forego reproduction for a season while the tail is being regenerated.

Finally, it should be noted that caudal, epidermal glands, exhibiting a dual function (energy/storage protection), are probably not unique to A. m. columbianum. Every species of Ambystoma examined has large numbers of granular glands in the tail (Williams, 1983). While there is less evidence for this condition in plethodontid salamanders, Aneides ferreus, Ensatina eschscholtzi, Plethodon jordani, and P. glutinosus exhibit extensive concentrations of caudal granular gland fields, and thus may have adaptations similar to those of Ambystoma.